

Karl Junginger Memorial Library
Board of Trustees Meeting Agenda
March 26, 2024

- I. Call to Order & Introductions
Meeting was called to order at 5:32 p.m. Present: Abby Vosters, Miriam Schilling, Leslie Fugate, Art Biermeier, Sara Cummings, Diane Graff, and Kelli Mountford.
- II. Approval of agenda
Hearing no additions, the agenda was approved as presented.
- III. Approval of open minutes from February 27, 2024. *Biermeier moved to add Diane Graff as in attendance to the February 27, 2024 minutes and Fugate seconded. Motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments
None presented at this time.
- V. Director's Report
The 2024 Library Memory project brochure was passed out and presented.
- VI. Unfinished Business
 - A. **Approve payment of monthly invoices for February 2024 - Action**
Cummings moved to approve the February 2024 monthly invoices as presented. Biermeier seconded. After a discussion about the WE energies bill of \$949.09, Cummings requested Mountford to send her the email discussion between Mountford and Lana Nelson, Waterloo Treasurer/Deputy Clerk. Motion passed unanimously.
 - B. **End of Year 2023 Financial report update – Informational**
Mountford informed the board that the auditors had finished, and the 2023 report will be presented to the City Council in April. At the beginning of May, Mountford will see the April 2024 balance sheet with the 2023 audited Fund balance amounts.
 - C. **Policy 503 Code of Conduct – Action**
Cummings moved to approve the new and updated 503 Code of Conduct policy. Graff seconded. Motion passed unanimously.
 - D. **Policy 401 Selection of Materials & Policy 403 Donations of Materials – Action**
Biermeier moved to approve the updated 401 Selection of Materials by moving policy 403 Donations of Materials into policy 401 and then deleting policy 403 as a separate policy. Schilling seconded. Motion passed unanimously.

E. Policy and Form 405 Reconsideration of Material – Action

Fugate moved to approve the amended 405 reconsideration policy and form. Cummings seconded. Motion passed unanimously.

F. Board/Staff Get-together set for Monday, April 8th at 6:00 pm – Informational

VII. New Business

A. Hoopla Bridges Director's vote – Informational

Mountford stated that at the last Bridges Director's meeting, it was voted to decrease the amount of Hoopla's monthly check-outs per patron use due to cost. Each library card will be able to check out 2 items from Hoopla in one month. This will begin on April 1st. Hoopla does offer bonus borrowers the last week of each month, these are free borrowers for the patrons and library.

B. Cardinal Heating & Air Conditioning Proposal for 2024 service – Action

Biermeier moved to have Mountford sign the 2024 Cardinal Heating & Air Conditioning proposal with a \$117.00 increase for maintenance costs. Fugate seconded. Motion passed unanimously.

C. April will bring Library Board position updates and renewal of terms by the Mayor; Sara Cummings, and Art Biermeier – Informational

D. Review and Discuss Library Board Trustee Handbook Chapter 8 "Developing the Library Budget" – Informational

The Board reviewed and went over the questions at the end of the chapter. Mountford stated that the Board should be involved and present at all finance and city budget meetings.

VIII. Future agenda items – Policies TBD

IX. Date, place, and time of the next meeting

The next board meeting will be held on Tuesday, April 26 at 5:30 p.m. in the Hyer Conference room.

X. Adjournment

Biermeier moved to adjourn at 6:20 p.m. Fugate seconded. Motion passed unanimously.

Respectfully Submitted,
Kelli Mountford, Library Director

