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**James Kennedy Public Library
Board of Trustees
Minutes of the August 13, 2019 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, August 13, 2019 in the program room. Present: Angela English, Patrick Valant, Mike Mullis, Mary Jane Meade, Karen Kramer, Catherine O’Hea, Sue Engelbrecht, Joe Petsche, Karen Tieskoetter, and Director Shirley Vonderhaar. Absent: None.

1. Board President Mary Jane Meade called the meeting to order at 7:11 P.M.
2. Agenda: English MOVED “approval of the Agenda, with the adjustment of moving item number 5 regarding the library’s computer issues to the first item to be discussed ” which motion was seconded by Kramer and CARRIED. Ayes: English, Valant, Mullis, Meade, Kramer, O’Hea, Engelbrecht, Petsche, and Tieskoetter. Nays: None.

Item number 5 on original agenda: Report on library computer issues – Robert updated library board on the computer system being compromised on 7/18/19. Everything is now fully functional.

3. Agenda Consent Calendar

- Correspondence & Communication – None

FY19 Information & reports:

- Minutes of Previous Meeting: June 19, 2019
- June Librarian’s Report
- Bills:
 - June Bills submitted – pd by city 6/24/19
 - Claims Report
 - Final June Credit Card Claims
- Budget Reports
 - June City Report
 - Jun Library Report
- Trust Account Reports
 - June Bank Statement
 - June Balance Report
 - Trust Account Expenditure Report
 - June Donations Form
 - Anonymous - \$6.00
 - Plant Sale Fundraiser - \$4.00
 - Ray Rardin (Memorial for Billie B Rardin) - \$600.00
 - Coloring Book Fundraiser - \$10.00
 - Candy / Snack Sales - \$60.00
 - History Books & Coins - \$30.00

- Vera Kroeger - \$50.00
 - Freezer Pop Sales at DTFN - \$32.00
 - TACKL at DTFN - \$72.00
 - Build-a-basket - \$65.00
- Program Reports
 - June Report on Programs and Attendance
- Quarterly Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract / Service Area

FY20 Information & Reports:

- July Librarian's Report
- Bills
 - July Claims Report
 - Library Claims for July
 - Library Claims for August
 - July / August Credit Card Claims
- Budget Reports
 - July City Report
 - July Library Report
- Trust Account Reports
 - July Bank Statements
 - July Balance Report
 - Trust Account Expenditure Report
 - July Donations Form
 - Coloring Book Fundraiser - \$15.00
 - Candy / Snack Sales - \$93.00
 - History Books & Coins - \$20.00
 - Freezer Pop Sales at DTFN - \$40.00
 - TACKL at DTFN - \$101.75
- Program Reports
 - July Report on Programs and Attendance
 - August Calendar of Events
 - Schedule for upcoming programs
- Grant Report
- Friends of the Library Report - Friends of the JKPL were awarded a \$2000 grant from the DRA. With an additional match of \$2700 from the Friends, the library will have enough funds for a Vox Books start-up collection.

English MOVED "approval of the consent items" which was seconded by Petsche and CARRIED. Ayes: English, Valant, Mullis, Meade, Kramer, O'Hea, Engelbrecht, Petsche, and Tieskoetter. Nays: None.

4. Approval of Library Holiday Hours for FY20: Valant MOVED “approval of library holiday hours for FY20” which was seconded by Engelbrecht and CARRIED. Ayes: English, Valant, Mullis, Meade, Kramer, O’Hea, Engelbrecht, Petsche, and Tieskoetter. Nays: None.
5. Discussion on day of board meeting for September: Date changed to September 17, 2019 by declaration from President Mary Jane Meade.
6. Executive Committee Report – None
7. Finance Committee Report – None
8. Fundraising Committee Report – Sold Freezer Pops at DTFN in June and July. Committee had a Pop-Up Library at DQ on August 7.. Melissa Otto donated 10% of sales during the event.
9. Furnishing, Art & Facilities Committee Report – Mick handled replacing the air conditioner for Hoffman Room. Will look into replacing other two units in the next couple of years.
10. Marketing Committee Report – Planning 60th Anniversary Celebration. Carol Edwards has agreed to be our party planner. Friends of the JKPL will donate Dairy Barn and ice cream for the event.
11. Personnel Committee Report – None
12. Policy Committee Report - None
13. Strategic Planning Report – None
14. Meetings and Trainings
 - ARSL is September 4-8 in Vermont. Shirley will be attending.
 - ILA Conference is October 2-4 in La Vista, NE.
 - State Library Learning Circuits on October 15th in Waterloo or October 16th in Coralville. This would be a great workshop for board members.
15. Oral Presentations – Shirley has a potential donor to start the endowment.
16. Meeting declared ADJOURNED by Mary Jane Meade at 8:06 P.M.

Catherine O'Hea, Secretary
Catherine O'Hea