

**James Kennedy Public Library
Board of Trustees
Minutes of the November 12, 2019 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, November 12, 2019 in the program room. Present: Mary Jane Meade, Karen Kramer, Catherine O’Hea, Sue Engelbrecht, Angela English, Patrick Valant, Mike Mullis, Director Shirley Vonderhaar, and City Council Liaison Tom Westhoff. Absent: Karen Tieskoetter and Joe Petsche.

1. President Mary Jane Meade called the meeting to order at 7:00 P.M.
2. Agenda: Engelbrecht MOVED “approval of the Agenda” which motion was seconded by Pat Valant and CARRIED. Ayes: Meade, Kramer, O’Hea, Engelbrecht, English, Valant, and Mullis. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication
 - Shirley received an e-mail from insurance approving the claim for the computer issues.
 - Minutes of Previous Meeting: October 8, 2019
 - October Librarian’s Report
 - Bills
 - October Claims Report
 - Library Claims for November
 - October & November Credit Card Claims
 - Budget Reports
 - FY19 Final City Report
 - FY19 Final Library Report
 - October City Report
 - October Library Report
 - Trust Account Reports
 - October Bank Statements
 - October Balance Report
 - Trust Account Expenditure Report
 - October Donations Form
 - Candy/Snack Sales - \$116.00
 - Dyersville Area Community Foundation - \$500.00
 - Program Reports
 - October Report on Programs and Attendance
 - November Calendar of Events
 - Schedule for upcoming programs
 - Grant Report: None
 - Friends of the Library Report

- Sold out bus trip brought in a profit of \$1702.72. Next year's trip is scheduled for September 23 to see *Guys and Dolls*.
- Membership mailing set for January 7
- Winter book sale will be January 24 – 27
- Joanne Oberbroeckling and Dianne Kramer resigned from the board and they are looking for 2 or 3 new members.

Mullis MOVED “approval of the consent items” which was seconded by Engelbrecht and CARRIED. Ayes: Meade, Kramer, O’Hea, Engelbrecht, English, Valant, and Mullis. Nays: None.

4. Evaluation of Library Director

- Angela sent the evaluation form for board members. Please have them completed and e-mailed back to Karen Kramer, k.kramer132@gmail.com by November 27.

5. 2019 Iowa Public Library General Information Survey

6. FY19 JKPL Annual Report

- Shirley shared draft with the board.

7. Executive Committee Report: None.

8. Finance Committee Report: None.

9. Fundraising Committee Report

- Wreath-It Up Event finished up on November 10th.
- Quilt Raffle is ongoing through December 15th.
- Tickets now on sale for the Mystery Dinner.

10. Furnishings, Art & Facilities Committee Report

- Will be looking to replace the water fountain as the library was offered a donation to assist with purchase of cooler that includes a bottle filler.

11. Marketing Committee Report

- The following information was received as part of an email response regarding library involvement in a foundation: Library staff and trustees can fundraise for the community foundation on their own time and without using any of the library's resources, including equipment and supplies such as copiers, computers, software, telephones, staplers, paper, etc. It's my understanding that the trustees should avoid planning any projects or campaigns for the foundation's benefit during library board meetings; such assistance should be separate from the library's business and neither staff nor trustees should use their formal associations with the library to promote the foundation's goals (for instance, creating a brochure and putting a note on it that credits the efforts of Shirley Vonderhaar, Library Director and David Smith, President of the Library Board of Trustees, etc.).

12. Personnel Committee Report: None

13. Policy Committee Report

- MOTION from the committee to “approve the revised Collection Development Policy and the Service and Circulation Policy – with adjusted full-service card fees effective FY21,” no second needed as motion was from the Committee and

CARRIED. Ayes: Meade, Kramer, O'Hea, Engelbrecht, English, Valant, and Mullis. Nays: None.

14. Strategic Planning Report: None

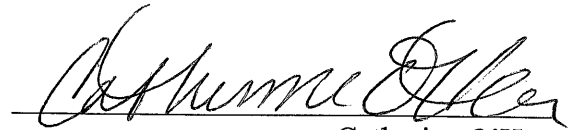
15. Meetings and Training

- Shirly and Paul attended the webinar on the new IAShares courier service.

16. Oral Presentations

- Shirley showed the board the new Brainfuse service on the JKPL website.

17. Meade MOVED to adjourn and seconded by Karen Kramer. Meeting adjourned at 8:00 P.M.



Catherine O'Hea
Secretary