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**James Kennedy Public Library
Board of Trustees
Minutes of the October 8, 2019 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, October 8, 2019 in the program room. Present: Mary Jane Meade, Karen Kramer, Catherine O'Hea, Sue Engelbrecht, Karen Tieskoetter, Angela English, Patrick Valant, and Director Shirley Vonderhaar. Absent: Mike Mullis and Joe Petsche.

1. President Mary Jane Meade called the meeting to order at 7:00 P.M.
2. Agenda: Sue Engelbrecht MOVED "approval of the Agenda" which motion was seconded by Karen Kramer and CARRIED. Ayes: Meade, Kramer, O'Hea, Engelbrecht, English, Valant, and Tieskoetter. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication: None
 - Minutes of Previous Meeting: September 17, 2019
 - August Librarian's Report
 - Bills
 - September Claims Report
 - Library Claims for October
 - September & October Credit Card Claims
 - Budget Reports
 - September City Report
 - September Library Report
 - Trust Account Reports
 - September Bank Statements
 - September Balance Report
 - Trust Account Expenditure Report
 - September Donations Form
 - Coloring Book Fundraiser - \$5.00
 - Candy/Snack Sales - \$46.00
 - Leah McCool - \$75.02
 - Program Reports
 - September Report on Programs and Attendance
 - October Calendar of Events
 - Schedule for upcoming programs
 - Grant Report
 - LSTA Grant of \$10,000.00 for the Library of Things has completed closeout.
 - Alliant Grant of \$2000.00 for STEAM items has completed closeout.
 - Friends of the Library Report
 - Friends paid for the Dairy Barn at the 60th Anniversary Celebration.

4. Update on JKPL Endowment
 - Alan Bird made a donation to start the JKPL Endowment Fund. The fund is now live on the Community Foundation of Greater Dubuque website.
5. Update and possible action on library computer issues
 - Valant MOVED “approval to submit claim to insurance,” which was seconded by Karen Kramer. Roll Call Vote: Ayes: Meade, Kramer, O’Hea, Engelbrecht, Valant, and Tieskoetter. Nays: None. Abstain: English.
6. Appointment of Committee to Evaluate Library Director: Personnel Committee will facilitate the evaluation with all Board Member participation requested.
7. FY19 Iowa Public Library General Information Survey for JKPL: Due at the end of October. Will be e-mailed to Board prior to submitting.
8. Executive Committee Report: None.
9. Finance Committee Report: None.
10. Fundraising Committee Report
 - Wreath-It Up Event is ongoing.
 - Cookie Walk is scheduled for December 7. Please e-mail Shirley if you are able to help.
11. Furnishings, Art & Facilities Committee Report
 - A plaque will be placed in the library to honor the founding members of the library. Location and design to be determined.
 - Committee will seek input from TACKL group on best use of Teen Space Grant.
 - Discussed capital budget proposals for FY21 and FY22 to include general paint and carpet updates as well as HVAC updates.
12. Marketing Committee Report
 - 60th Anniversary Celebration was on October 5. Attendance was respectable even with poor weather conditions.
13. Personnel Committee Report: None
14. Policy Committee Report
 - Policies drafted for new Library of Things. MOTION from the committee to “approve the new and revised policies related to the Library of Things: Library of Things Collection Development and Circulation Policy (new), Library of Things Specialty Items Circulation Policy (replaces Miscellaneous Library Equipment Policy), Mobile Devices Circulation Policy (revised), Realia Circulation Policy (revised),” no second needed as motion was from the Committee and CARRIED. Ayes: Meade, Kramer, O’Hea, Engelbrecht, English, Valant, and Tieskoetter. Nays: None.
15. Strategic Planning Report: None
16. Meetings and Training
 - Shirley is planning to attend the State Library Learning Circuit on October 15.
17. Oral Presentations: None

18. English made motion to adjourn and seconded by Karen Tieskoetter. Meeting adjourned at 8:26 P.M.


Catherine O'Hea