

**James Kennedy Public Library
Board of Trustees
Minutes of the August 21, 2018 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, August 21, 2018, in the program room. Present: Angela English, Patrick Valant, Mike Mullis, Mary Jane Meade, Barb Heitzman, Karen Kramer, Catherine O’Hea, Sue Engelbrecht, Director Shirley Vonderhaar, Assistant Director Dawn Schrandt and City Council liaison Tom Westoff. Absent: Joe Petsche.

1. Board President Angela English called the meeting to order at 7:04 pm.
2. Agenda: Mullis MOVED “approval of the Agenda,” which motion was seconded by Kramer and CARRIED. Ayes: English, Valant, Mullis, Meade, Heitzman, Kramer, O’Hea and Engelbrecht. Nays: none.

3. Agenda Consent Calendar

- Correspondence & Communication - None
- FY18 Information and reports:
 - Minutes of Previous Meeting: June 12, 2018 and July 18, 2018
 - June Librarian’s Report
 - Bills:
 - June Bills submitted/ paid by city 6/25/18
 - Library Claims for June
 - Final June Credit Card Claims
 - Budget Reports
 - June City Report
 - June Library Report
 - Trust Account Reports
 - June Bank Statement
 - June Balance Report
 - Trust Account Expenditure Report
 - June Donations Form
 - Joyce Bries- \$14.40
 - Anonymous- \$15.00
 - Dubuque Area Retired School Personnel- \$100.00
 - Family Getaway Fundraiser- \$341.00
 - TACKL- DTFN Fundraiser- \$86.50
 - Program Reports
 - June Report on Programs and Attendance- WD / USDA sponsored summer lunch program increased attendance
 - Quarterly Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract/Service Area

FY 18 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 Reports
 - July Library Report
- Trust Account Reports
 - July Bank Statements
 - July Balance Report
 - Trust Account Expenditure Report
 - July Donations Form
 - Coloring Book- \$10.00
 - Anonymous- \$20.00
- Program Reports
 - July Report on Programs and Attendance
 - August Calendar of Events
 - Schedule for upcoming programs
- Grant Report – Kim submitted Theisen's Grant for 2019 SRP
- Friends of Library Report- No report.

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

4. Discussion on day/time of board meeting: Board discussed changing day/time of monthly meeting. No action taken.
5. Executive Committee Report: No report.
6. Finance Committee Report: No report.
7. Fundraising Committee Report: No report.
8. Furnishings, Art & Facilities Report: Water heater leaks and needs replacement. Shirley received quotes from three local contractors but timers and rebates made it difficult to compare. Shirley will request more information on timer and potential savings and request itemized quotes.
9. Marketing Committee: Creation Station is new name of active learning space.
10. Personnel Committee Report: No report.

11. Policy Committee Report: No report.
12. Strategic Planning Report: No report
13. Meetings and Training
 - ARSL is September 12-15 in Springfield, IL. Kim, Dawn and Shirley will be attending.
 - ILA Conference is October 3-5 in Cedar Rapids.
 - Ann completed her genealogy class and is now offering genealogy drop in hours on Friday afternoons and will doing more genealogy related programming.
14. Oral Presentations: None.
15. Angela made a motion to ADJOURN at 7:51 pm. Motion carried.

A handwritten signature in cursive script that reads "Mj Meade". The signature is written in dark ink and is positioned above a horizontal line.

Mary Jane Meade, Secretary