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**James Kennedy Public Library  
Board of Trustees  
Minutes of the September 11, 2018 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, September 11, 2018, in the program room. Present: Angela English, Mary Jane Meade, Pat Valant, Mike Mullis, Catherine O'Hea, Karen Kramer, Sue Engelbrecht, Library Director Shirley Vonderhaar and City Council Library Liaison Tom Westoff. Absent: Barb Heitzman and Joe Petsche.

1. Board President Angela English called the meeting to order at 7:01 pm.

2. Introductions: New trustees introduced.

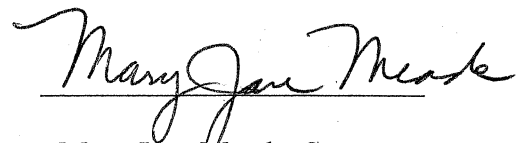
3 Agenda: Kramer MOVED "approval of the Agenda," which motion was seconded by Engelbrecht and CARRIED. Ayes: English, Meade, Valant, Mullis, O'Hea, Kramer and Englebrecht. Nays: None

4. Agenda Consent Calendar

- Correspondence & Communication: None
- Minutes of Previous Meeting: August 21, 2018 - Special and Regular
- August Librarian's Report
- Bills:
  - August Claims Report
  - Library Claims for August
  - August and September Credit Card Claims
- Budget Reports
  - August City Report
  - August Library Report
- Trust Account Reports
  - August Bank Statements
  - August Balance Report
  - Trust Account Expenditure Report
  - August Donations Form
    - Coloring books - \$20.00
    - TACKL-DTFN - \$105.00
    - Friends of JKPL - \$63.70
    - Marv Tauke Memorial - \$1500.00
    - Spahn and Rose - \$25.00
    - TACKL - Pie Fundraiser- \$56.00
  - Program Reports
    - August Report on Programs and Attendance
    - September Calendar of Events
    - Schedule for upcoming programs
  - Grant Report: Grant applications submitted to Dyersville Area Community Foundation (pop-up portable library) and Alliant Energy Foundation (furnishings/equipment for Creation Station). Grant winners will be announced late September/early November.
  - Friends of Library Report: Nothing to report.

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

5. Committee Appointments: Angela shared committee appointments for FY19.
6. Schedule for attendance of City Council Meetings: Angela shared schedule for FY19.
7. Meeting day/time of JKPL Board: Engelbrecht MOVED to hold meetings on Tuesdays at 7:00 pm through December 2018 and re-evaluate for January" which was seconded by O'Hea and CARRIED. Ayes: English, Meade, Valant, Mullis, O'Hea, Kramer and Engelbrecht. Nays: None
8. Designated Endow Iowa Endowment Fund Agreement: Outside donor can establish endowment so Angela and Shirley are seeking potential donors.
9. Library Holiday Hours for FY19: Shirley shared proposed holiday schedule for FY19. Engelbrecht MOVED "approval of holiday hours including closure on Sunday, December 23, 2018" which was seconded by Kramer and CARRIED. Ayes: English, Meade, Valant, Mullis, O'Hea, Kramer and Engelbrecht. Nays: None
10. Executive Committee Report: none
11. Finance Committee Report: none
12. Fundraising Committee Report: Chair-ity event underway
13. Furnishings, Art & Facilities Committee Report: Water heater ordered from Fitzgerald Mechanical. New projection system in Hoffmann Room is partially installed
14. Marketing Committee Report: none
15. Personnel Committee: none
16. Policy Committee Report: none
17. Strategic Planning Report: none
18. Meetings and Training
  - ARSL 9/13- Kim, Dawn, Shirley attending
  - Public Libraries of Dubuque County Agency 9/18- Angela and Shirley attending
  - ILA 10/3-5- TBD
  - State Library Learning Circuit 10/17- Shirley attending
  - Public Library Management- Ann attending
  - Board Training- Board discussed importance of being prepared for meetings and procedure to bring concerns to board.
19. Oral Presentations: None
20. President English ADJOURNED the meeting at 7:59 pm.



Mary Jane Meade, Secretary