

**James Kennedy Public Library
Board of Trustees
Minutes of the October 9, 2018 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, October 9, 2018, in the program room. Present: Angela English, Mary Jane Meade, Pat Valant, Mike Mullis, Sue Engelbrecht, Katherine O’Hea, Karen Kramer and Library Director Shirley Vonderhaar. Absent: Joe Petsche and Barb Heitzman.

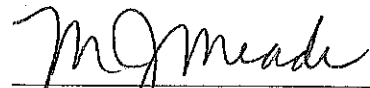
1. Board President Angela English called the meeting to order at 7:02 pm.
2. Agenda: Engelbrecht MOVED “approval of the agenda,” which motion was seconded by Kramer and CARRIED. Ayes: English, Meade, Valant, Mullis, Engelbrecht, O’Hea and Kramer. Nays: None
3. Agenda Consent Calendar
 - Correspondence & Communication: Barb Heitzman resignation letter received.
Two thank you cards from patrons were received.
 - Minutes of Previous Meeting: September 18 , 2018
 - September Librarian’s Report
 - Bills:
 - September Claims Report
 - Library Claims for September
 - September and October Credit Card Claims
 - Budget Reports
 - September City Report
 - September Librarian’s Report
 - Trust Account Reports
 - September Bank Statements
 - September Balance Report
 - Trust Account Expenditure Report
 - September Donations Form
 - Wine Glass Fundraiser- \$20.00
 - TACKL- Downtown Market- \$18.00
 - Brenda Ingles- \$100.00
 - Lion’s Club- \$500.00
 - Leah McCool- \$174.70
 - Program Reports
 - September Report on Programs and Attendance
 - October Calendar of Events
 - Schedule for upcoming programs
 - Adult Summer Reading Program report
 - Summer Library Programs Donations report
 - Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract/Service Area

- Grant Report: The JKPL was awarded \$2000.00 grant from Dyersville Area Community for Pop-Up Portable Library
- Friends of JKPL Report: Profits reported from dues, book sale and bus trip.

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

4. Appointment of Committee to Evaluate Library Director: Personnel committee will facilitate evaluation via email. 100% participation requested.
5. FY18 Iowa Library General Information Survey for the JKPL: Draft version was reviewed at the meeting. Library director will email final copy when it is ready.
6. Executive Committee Report: No report
7. Finance Committee Report: No report
8. Fundraising Committee Report: Upcoming events include Chair-ity, Cookie Walk, Soup Supper and Mystery Dinner
9. Furnishings, Art & Facilities Committee Report : Shirley shared lease agreement quotes from several vendors for copier/printer/fax. MOTION from committee to sign 5 year agreement with Midwest Business for Sharp product, no second needed and CARRIED. Ayes: English, Meade, Valant, Mullis, Engelbrecht, O'Hea and Kramer. Nays: None
10. Marketing Committee Report: JKPL Google Business page updated. Creation Station may be branded with own logo. JKPL may offer free month of digital services for all patrons to promote use. 2019 marks 60th anniversary of JKPL and a celebration will be planned.
11. Personnel Committee: Motion from committee to adjust FY19 COLA increase from 2% to 2.25% effective October 15, 2018, no second needed and CARRIED. Ayes: English, Meade, Valant, Mullis, Engelbrecht, O'Hea and Kramer. Nays: None. Motion from committee to approve revision to the addendum to the City of Dyersville Holiday Policy regarding when eligible staff may take floating holidays; no second needed and CARRIED. Ayes: English, Meade, Valant, Mullis, Engelbrecht, O'Hea and Kramer. Nays: None.
12. Policy Committee Report: No report
13. Strategic Planning Report: No report
14. Meetings and Training – Upcoming: State Library Learning Circuit 10/17- Shirley will attend. Recently attended- ARSL, ILA, webinars by various staff and trustees.
15. Oral Presentations- Karen and Sue attended ILA and shared new learning.

President English adjourned meeting at 8:09 pm.



Mary Jane Meade, Secretary