

**James Kennedy Public Library
Board of Trustees
Minutes of the March 14, 2019 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Thursday, March 14, 2019, in the program room. Present: Joe Petsche, Angela English, Sue Engelbrecht, Catherine O’Hea, Mary Jane Meade and Library Director Shirley Vonderhaar. Absent: Pat Valant, Mike Mullis, Karen Kramer.

1. President Angela English called the meeting to order at 5:44 pm.
2. Agenda: Sue MOVED “approval of the agenda” which motion was seconded by Catherine and CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None
3. Agenda Consent Calendar
 - Correspondence & Communication
 - Minutes of Previous Meetings: February 12, 2019 regular meeting
 - February Librarian’s Report
 - Bills:
 - February Claims Report
 - Library Claims for March
 - February & March Credit Card Claims
 - Budget Reports
 - February City Report
 - February Library Report
 - Trust Account Reports
 - February Bank Statements
 - February Balance Report
 - Trust Account Expenditure Report
 - February Donations Form
 - Mystery Dinner Fundraiser- \$2250.00
 - Coloring Book Fundraiser- \$10.00
 - Lisa Gaylor- \$47.58
 - Love My Library Fundraiser- \$2184.00
 - Program Reports
 - February Report on Programs and Attendance
 - March Calendar of events
 - Schedule for upcoming programs planned
 - Grant Report: A DRA grant application was submitted to purchase a start-up collection Vox Books, read-along picture books with the audio built into the book. The total project is \$6081 and amount requested was \$3381 with the Friends providing a match for the rest.

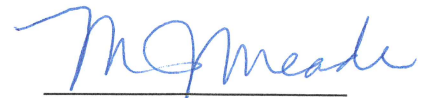
- Friends of the Library Report: Friends approved \$460 to fund the Kids All Iowa Reads book club event this spring and \$2040 to support the Summer Library Program events.

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

4. Date for April 2019 Regular Board Meeting set for April 16, 2019. Sue MOVED “that the April meeting date be set for April 16 at 7:00 pm” which motion was seconded by Catherine and CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None
5. JKPL Endowment Update: Angela shared update.
6. Executive Committee Report: No report.
7. Fundraising Committee Report: Love my Library fundraiser has brought in \$2184.00 collected so far. Mystery Dinner profit was \$575.00. Build-a-Basket underway with 32 baskets on display. Wind and Beer Tasting slated for Friday, April 26th.
8. Furnishings, Art & Facilities Committee Report: No report.
9. Marketing Committee Report: Water bottles will be provided for Women’s Night. We hope to have the banner for Creation Station ready for display before the STEAM festival. Buttons made with new machine will be passed out at St. Patrick’s Day parade.
10. Personnel Committee Report: No report.
11. Finance Committee Report: City Council has approved FY20 budget as requested with reduction of \$4000.00 for phone and internet expenses. MOTION from the committee to approve amended fees as presented. As motion is from the committee no second is necessary. Motion CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None. MOTION from the committee to authorize staff to make minor adjustments to replacement fees based on actual replacement costs. As motion is from the committee no second is necessary. Motion CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None.
12. Policy Committee Report: MOTION made by Policy committee to approve policy revisions below. As motion is from the committee no second is necessary. Motion CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None
 - Approval of revised Confidentiality of Library Records Policy
 - Approval of revised City of Dyersville Employee Policy Handbook Statement

- Approval of Addendum to City of Dyersville Employee Policy Handbook, Section 14.1: Inclement Weather
 - Approval of Addendum to City of Dyersville Employee Policy Handbook, Section 14.7: Social Media Sites
13. Strategic Planning Report: Edge Assessment Plan- 16 Level I benchmarks selected as priorities to be included in JKPL Strategic Plan.
14. Meetings and Training
- Board training: Shirley shared possible board training topics.
 - Upcoming: Paul attending DALINC session Events that Work on April 12 and STEM training on April 5. Angela and Shirley attending Public Libraries of Dubuque County on March 20. ARSL Conference September 5-7 in Vermont.
 - Recently Attended.
15. Oral Presentations

Sue's motion to ADJOURN was seconded by Catherine and CARRIED at 6:49 pm. Ayes: Pesche, English, O'Hea, Meade and Engelbrecht. Nays: None



Mary Jane Meade