

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

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, January 9, 2018, in the program room. Present: Lynn Osterhaus, Mary Jane Meade, Pat Valant, Angela English, Mike Mullis, Steve Werner, Jolene Pitzenberger-Timp, Library Director Shirley Vonderhaar, Assistant Director Dawn Schrandt, and City Council Liaison Jim Gibbs


Absent: Barb Heitzman and Joe Petsche

1. President Angela English called the meeting to order at 5:30 pm.
2. Agenda: Lynn MOVED "approval of the Agenda" which motion was seconded by Pat and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Werner, and Meade. Nays: None
3. Agenda Consent Calendar
  - Minutes of Previous Meetings: December 11, 2017
  - Correspondence & Communication
  - December Librarian's Report – 12% decline in circulation but other uses such as library visits, program attendance, and computer sessions have increased.
  - Bills:
    - December Claims Report
    - Library Claims for January
    - December & January Credit Card Claims
  - Budget Reports
    - December City Report
    - December Library Report
  - Trust Account Reports
    - December Bank Statement
    - December Balance Report
    - Trust Account Expenditure Report
    - December Donations Form
      - Cookie Walk Fundraiser- \$726.00
      - Coloring Book Fundraiser- \$20.00
      - Quilt Raffle- \$19.50
      - Small Libraries Create Smart Spaces Grant- \$2550.00
      - Hoffman Room Donation Jar- \$5.00
      - Anonymous- \$20.00
  - Program Reports
    - December Report on Programs and Attendance
    - January Calendar of events
    - Schedule for Upcoming Programs
    - Contract Use Report- Dyersville circulation declined 8%
  - Grant Report: DRA Grant opens in February
  - Friends of the Library Report: Membership drive in progress; Winter Book Sale scheduled for January 26-29

Steve MOVED "approval of the consent items" which was seconded by Jolene and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Pitzenberger-Timp, Werner and Meade. Nays: None

4. New City Council Library Liaisons- Jim Gibbs and Tom Westhoff
5. Evaluation of Library Director- Lynn shared FY 16-17 director evaluation.
6. FY17 JKPL Annual Report- Shirley provided copies of FY16-17 annual report in new infographic format
7. ILA Membership- JKPL will provide individual memberships for staff and an organizational membership on behalf of JKPL Board of Trustees.
8. Meeting date for regular monthly JKPL board meeting- meeting will remain second Tuesday of the month at 5:30 pm
9. Personnel Committee Report: No report.
10. Finance Committee Report:
  - FY19 JKPL Operating Budget and Trust Account Proposals will be presented at the City of Dyersville Budget Work Session on January 29
11. Fundraising Committee Report: Soup Supper slated for January 18 with board members donating soup. I Love My Library event kicks off January 18 and runs until February 28. Board invited to make donations early to add hearts to tree. Letters will be sent to local businesses and previous donors. Mystery Dinner scheduled for March 10 but there are concerns with theater troupe. Committee will make decision when more info is available.
12. Furnishings, Art & Facilities Committee Report: Roof is leaking near skylight. Most likely condensation issue; Terry Recker asked to look at attic space when he is in changing light fixtures to LEDs this week
13. Marketing Committee Report: No report
14. Policy Committee Report: No Report
15. Strategic Planning Report: Smart Spaces Project finalizing furnishings and materials to be purchased.
16. Meetings and Training
  - ILOC conference is Thursday, January 18<sup>th</sup> with focus on advocacy.
  - ARSL located in Illinois this year.
17. Oral Presentations

Lynn made a motion to ADJOURN which was seconded by Steve and CARRIED at 6:22 pm. Ayes: Osterhaus, Meade, Valant, Mullis, Pitzenberger-Timp, Werner and English. Nays: None

  
Mary Jane Meade

**James Kennedy Public Library  
Board of Trustees  
Minutes of the December 11, 2017 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Monday, December 11, 2017, in the program room. Present: Steve Werner, Mary Jane Meade, Joe Petsche, Pat Valant, Angela English, Barb Heitzman, Mike Mullis, Library Director Shirley Vonderhaar and Assistant Director Dawn Schrandt. Absent: Lynn Osterhaus and Jolene Pitzenberger-Timp.


1. President Angela English called the meeting to order at 5:30 pm.
  
2. Agenda: Barb MOVED "approval of the Agenda" which motion was seconded by Mike and CARRIED. Ayes: Werner, Meade, Valant, Petsche, Mullis, Heitzman and English. Nays: None
  
3. Agenda Consent Calendar
  - Minutes of Previous Meetings: November 14, 2017
  - Correspondence & Communication
  - November Librarian's Report
  - Bills:
    - November Claims Report
    - Library Claims for December
    - November & December Credit Card Claims
  - Budget Reports
    - November City Report
    - November Library Report
  - Trust Account Reports
    - November Bank Statement
    - November Balance Report
    - Trust Account Expenditure Report
    - November Donations Form
      - Patrick Valant- \$30.00
      - Joyce Bries- \$14.38
      - Mona Schemmel- \$25.00
      - Wreath-it-Up- \$421.00
      - Quilt Raffle- \$50.00
      - Ray Rardin- \$150.00
      - DRA/Friends of JKPL- \$5000.00
  - Program Reports
    - November Report on Programs and Attendance
    - November Calendar of events
    - December Calendar of Events
    - Schedule of Upcoming Event

- Grant Report: DRA Grant payment received

Pat MOVED “approval of the consent items” which was seconded by Barb and CARRIED. Ayes: Werner, Meade, Valant, Petsche, Mullis, Heitzman and English. Nays: None

4. Evaluation of Library Director: Evaluation postponed until January.
5. FY17 Annual Report: Steve and Shirley will revise this week and share final version with the Board, Council and Community as soon as it is ready.
6. Library Journal Star Ratings: The JKPL was named as a 4-star library in the 2017 America’s Star Libraries: The Library Journal Index of Public Library Service. This is the tenth year for this index and the tenth year the JKPL has been included.
7. Personnel Committee Report: The Personnel Committee included in their budget recommendation to continue with the pay equity plan and proposed a 2% COLA for FY18.
8. Finance Committee Report
  - FY2019 Operating Budget Report- Finance Committee made a MOTION to “Approve the proposed FY2019 Operating Budget Request for \$424,515.00” which was CARRIED. Ayes: Werner, Meade, Valant, Petsche, Mullis, Heitzman and English. Nays: None
  - FY2019 Trust Account Budget Request- Finance Committee made a MOTION to “Approve the proposed FY2019 Trust Account Budget Request for \$30,000.00” which was CARRIED. Ayes: Werner, Meade, Valant, Petsche, Mullis, Heitzman and English. Nays: None
9. Fundraising Committee Report: Mystery Dinner rescheduled for March 10, 2018, due to scheduling conflict of troupe. Cookie Walk profit was \$690.00. Soup supper is January 18. Shirley will contact board members for soup donation choice.
10. Furnishings, Art & Facilities Committee Report: No report.
11. Marketing Committee Report: No report.
12. Policy Committee Report: No report.
13. Strategic Planning Report: No report.
14. Meetings and Training
  - ILOC (Innovative Libraries Online Conference) Advocacy in Action scheduled for January 18, 2018
15. Oral Presentations: None

16. Barb's motion to ADJOURN was seconded by Steve and CARRIED at 6:03 pm.  
Ayes: Werner, Meade, Valant, Petsche, Mullis, Heitzman and English. Nays: None

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Mary Jane Meade