

**James Kennedy Public Library  
Board of Trustees  
Minutes of the February 13, 2018 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, February 13, 2018, in the Meeting Room. Present: Barb Heitzman, Mike Mullis, Lynn Osterhaus, Joe Petsche, Jolene Pitzenberger-Timp, Pat Valant, Steve Werner; Library Director, Shirley Vonderhaar and Assistant Director, Dawn Schrandt; and Council Representative, Tom Westhoff.  
Absent: Angela English and Mary Jane Meade.

1. Board Vice President, Pat Valant, called the meeting to order at 5:30 pm.

2. **Agenda:** Barb MOVED "Approval of the Agenda as distributed" which motion was seconded by Mike and CARRIED. Ayes: Heitzman, Mullis, Osterhaus, Petsche, Valant, and Werner. Nays: none. Absent: English, Meade, and Pitzenberger-Timp.

3. **Agenda Consent Calendar:**

**Correspondence & Communication:** None

**Minutes of January 9, 2018 Regular Meeting**

**January Librarian's Report**

**Bills:**

- **January Claims Report**
- **Library Claims for February**
- **January/February Credit Card Claims**

**Budget Reports:**

- **January City Report**
- **January Library Report**

**Trust Account Reports:**

- **January Bank Statement**
- **January Balance Report**
- **Trust Account Expenditure Report**
- **January Donations to the Library Trust Account**

From: Hoffman Room / Donation Jar  
Donation: \$8.75  
Restrictions: Donation for Hoffman Room / Movie Expenses

From: Doug Kronlage  
Donation: \$50.00  
Restrictions: Adopt-a-book LP for Art Kronlage

From: Kimshiro Benton-Hermsen  
Donation: \$30.80  
Restrictions: Adopt-a-book for specific titles

From: Anonymous  
Donation: \$200.00  
Restrictions: Adopt-a-book for specific titles

From: Carol Ruden  
Donation: \$17.50  
Restrictions: Adopt-a-book for specific titles

From: Soup Supper – 50/50 Raffle  
Donation: \$167.50  
Restrictions: Fundraiser for library collections & services

From: Dan Zittleman  
Donation: \$100.00  
Restrictions: Donation for library needs (50/50 raffle winner)

From: Soup Supper  
Donation: \$424.00  
Restrictions: Fundraiser for library collections & services

From: Love My Library Fundraiser\*  
Donation: \$145.00  
Restrictions: Fundraiser for library collections & services

\$20.00	Savvy Salvage	Ream of paper
\$50.00	English Insurance	PBS documentaries
\$20.00	Noah Taylor	general / unspecified
\$5.00	Tristan Tyler	general / unspecified
\$25.00	Dyersville Comics & Games	Sponsor International Games Week
\$5.00	Rebecca Gaul	general / unspecified
\$20.00	Tina and Annie Gulick	general / unspecified

The board expressed their thanks for all the donations.

#### **Program Reports**

- **January Report on Programs & Attendance**
- **February Calendar of Events**
- **Schedule of Upcoming Programs**

**Grant Report:** A DRA grant application on behalf of the Friends will be written for materials and equipment to support the smart spaces project. They have agreed to match 25% of the project total up to \$3,500.00

**Friends of the Library Report:** The Friends raised \$543.10 from January used book sale. \$2,145 of membership income and additional \$1,005 of donations has been raised through membership drive. The Friends have agreed to fund JKPL's 12 requests for spring and summer programs for a total of over \$2,143.67 as a couple of programs costs are not defined. The bus trip is scheduled for Wed, September 5 to see Mama Mia at Circa 21. Tickets will be \$89.00 and will go on sale in April. Mary Westermeyer is retiring from the Friends board after 26 years.

Joe MOVED "Approval of the Agenda Consent Calendar" which motion was seconded by Barb and CARRIED. Ayes: Heitzman, Mullis, Osterhaus, Petsche, Pitzenberger-Timp, Valant, and Werner. Nays: none. Absent: English and Meade.

#### **4. Personnel Committee Report – None.**

**5. Finance Committee report** – The Council has agreed to fully fund FY19 Budget Request and to set money aside for phone and Internet replacement. They have asked Mick to meet with Angela and Shirley to discuss future capital projects.

**8. Fundraising Committee Report:** Soup Supper raised the same amount as last year. Love My Library has raised \$1,337 so far. Mystery Dinner has been scheduled for March 10. Build a Basket silent auction

runs March 5-25<sup>th</sup>. Wine and Beer tasting will be April 20 at Brew and Brew. Garden plant sale will be May 19.

**9. Furnishings, Art and Facility Committee Report:** The committee prioritized projects as 1<sup>st</sup> priority - phone and Internet, 2<sup>nd</sup> - replacement of projection system in Hoffman room, 3<sup>rd</sup> - flooring. Shirley will be writing a grant to the DRA for the projector replacement, using the City of Dyersville opportunity to apply.

**10. Marketing Committee Report:** There will be a radio interview for the upcoming Murder Mystery dinner. There will be marketing of the Wine and Beer tasting event. There will be an Open house for the Smart Space on Sat, April 7 and a contest to name the space.

**11. Policy Committee Report:** None.

**12. Strategic Planning Report:** Shelving has been relocated to make room for the Smart Space.

**13. Meetings and Training:**

**Board Training:** Pat had provided the Board with link to article in 365ink about Makerspaces. There is an Advocacy in Action session for board members.


**Upcoming:** There is a webinar series for Boards - The Boardroom; Big Talk from Small Libraries is the Nebraska Online Conference, and the Iowa Small Library Association spring meeting will be in March.

**Recently Attended:** None

**16. Oral Presentations:** None

**17. Jolene's motion to adjourn** was seconded by Lynn and CARRIED at 6:09 pm

Next meeting Tuesday, March 13, 2018 at 5:30 pm



Lynn Osterhaus, Secretary ProTem