

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

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

1. President Angela English called the meeting to order at 5:32 pm.
2. Agenda: Mike MOVED "approval of the agenda" which motion was seconded by Steve and CARRIED. Ayes: Heitzman, English, Valant, Mullis, Werner, and Meade. Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: February 13, 2018 Regular meeting
 - Correspondence & Communication: Miriam Eick letter
 - 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
 - Coloring Book Fundraiser- \$10.00
 - Soup Supper- \$10.00
 - Bear Creek Carving Club- \$8.00
 - Donald Heinrich- \$10.00
 - Love My Library Fundraiser- \$1862.00
 - Program Reports
 - February Report on Programs and Attendance
 - March Calendar of events
 - Schedule for upcoming programs planned
 - Grant Report
 - Two grant applications submitted to DRA. Friends requested STEAM Learning @ Your Library for

furnishings, equipment, and materials for the active learning smart space. Request as a Department of the City of Dyersville was to replace projection system in the Hoffman Community Room.

- Friends of the Library Report
4. Pat MOVED “approval of the consent items” which was seconded by Mike and CARRIED. Ayes: Ayes: Heitzman, English, Valant, Mullis, Werner, Pitzenberger-Timp and Meade. Nays: None
 5. Paranormal Investigation Group Proposal- Group has requested after-hours access to library on March 23 and will share findings during library program. Jolene made a MOTION "to approve investigation and program" which was seconded by Pat and CARRIED.
 6. Enrich Iowa Information: The Enrich Iowa Program, which is made up of three components: Open Access, Interlibrary Loan and Direct State Aid, provides reimbursement for services and incentives for libraries to improve. Motion to approve Shirley signing Enrich Iowa Agreement made by Barb, second by Steve. Motion carried
 7. Personnel Committee Report: Nothing to report.
 8. Finance Committee Report: Nothing to report.
 9. Fundraising Committee Report: Love My Library has received \$2112.00 in donations. Mystery Dinner sold 33 tickets and raised approximately \$250.00. Build-a-Basket continues until March 25. Wine and Beer Tasting at Brew and Brew slated for April 20th.
 10. Furnishings, Art & Facilities Committee Report: Progress on Active Learning Smart Spaces continues with moving, relocating and rearranging furniture.
 11. Marketing Committee Report: Library will be represented in St. Patrick’s Day Parade. Custom banner “Find your pot of gold at the library” made for float. JKPL will be a boothless sponsor for Women’s Night on April 5. Open House for Active Learning Space scheduled April 7 from 9:30-4:00.
 12. Policy Committee Report:
 - Mike MOVED "to change the Hoffman Community Room Policy item number 13 to include banning of e-cigarettes vaping or other similar products" which was seconded by Jolene and CARRIED.
 - MOTION made by Policy committee to approve policy revisions below. Motion CARRIED.
 - Approval of Matthias H. Hoffman Community Room Policy
 - Approval of Multipurpose Program Room Policy
 - Approval of Study Room Policy

- Approval of Iowa History and Genealogy Room Policy
 - Approval of new Active Learning Smart Space Policy
 - Approval of Multimedia Equipment Use Policy
13. Strategic Planning Report: Furnishings, equipment and supplies have been ordered for Smart Space. Planned programs include a partnership with ISU Extension - Dubuque County for STEAM programming this summer.
 14. Meetings and Training
 - Board training – Discussion "From Stories to Action" webinar
 - Upcoming – Public Libraries of Dubuque County Agency March 26, 2018 9:00 am at Carnegie-Stout Library
 - Recently Attended: Dawn, Mary and Shirley attended ISLA Conference (online).
 15. Oral Presentations

Pat's motion to ADJOURN was seconded by Jolene and CARRIED at 6:44 pm.
Ayes: Osterhaus, Meade, Valant, Mullis, Petche, Pitzenberger-Timp, Werner and English. Nays: None



Mary Jane Meade