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James Kennedy Public Library  
Board of Trustees  
Minutes of the April 10, 2018 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, April 10, 2018, in the Hoffman Room. Present: 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 Tom Westoff. Absent: Barb Heitzman, Lynn Osterhaus, Joe Petsche.

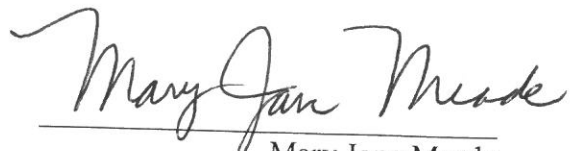
1. President Angela English called the meeting to order at 5:30 p.m.
2. Agenda: Steve MOVED "approval of the agenda" which motion was seconded by Mike and CARRIED. Ayes: English, Valant, Mullis, Werner and Meade. Nays: None
3. Agenda Consent Calendar
  - Minutes of Previous Meetings: March 13, 2018 Regular meeting
  - Correspondence & Communication
    - Dyersville Federated Women's Club
    - Bear Creek Carvers
  - March Librarian's Report
  - Bills
    - March Claims Report
    - Library Claims for April
    - March & April Credit Card Claims
  - Budget Reports
    - March City Report
    - March Library Report
  - Trust Account Reports
    - March Bank Statement
    - March Balance Report
    - Trust Account Expenditure Report
    - March Donations Form
      - Hoffman Room/Donation Jar- \$17.00
      - Mystery Dinner Theater- \$1522.75
      - Wine Glass- \$5.00
      - Coloring Book- \$10.00
      - Osman Alibasic / Adopt-a-book - \$27.00
      - Dyersville Federated Women's Club - \$200.00
      - Ray Rardin / Memorial for Billie B. Rardin - \$150.00
      - Bear Creek Carving - \$40.00
      - Build-a-Basket Fundraiser- \$735.00
      - Love My Library Fundraiser- \$605.00
  - Program Reports

- March Report on Programs and Attendance
- April Calendar of events
- Schedule for upcoming programs
- Quarterly Contract Use Reports
  - Statistics by Residence Area
  - Statistics by Contract / Service Area
- Grant Report - DRA Grants will be announced in May
- Friends of JKPL Report
  - Membership drive update - 167 members, \$2270.00 has been received for dues and \$1035.00 in donations as part of the 2018 membership drive.
  - Teachers' Book Sale - April 5 & 7
  - Fall Bus Trip - September 5

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

4. James Kenney Public Library Endowment/Dyersville Area Community Foundation: Nancy Dunkel shared the process for JKPL to establish an endowment.
5. Endow Iowa Endowment Fund Agreement: Pat MOVED "table discussion of Agency Endow Iowa Endowment Fund Agreement until May meeting" which was seconded by Mike and CARRIED. Ayes: English, Valant, Mullis, Werner, Pitzenberger-Timp and Meade. Nays: None
6. FY18 Capital Projects Budget Amendment: Pat moved "request \$9963.30 from library capital expenses to replace library projection system" which was seconded by Steve and CARRIED. Ayes: English, Valant, Mullis, Werner, Pitzenberger-Timp and Meade. Nays: None
7. FY18 Library Trust Account Budget Amendment: Jolene MOVED "to request city council appropriate \$10,000 from trust account" which was seconded by Mike and CARRIED. Ayes: English, Valant, Mullis, Werner, Pitzenberger-Timp and Meade. Nays: None
8. Personnel Committee Report: No report
9. Finance Committee Report: No report
10. Fundraising Committee Report
  - Love My Library nearing \$4000.00
  - Build-a-Basket - \$1104.00
  - Wine and Beer Tasting slated for April 20<sup>th</sup> at Brew and Brew with six confirmed vendors.
  - Plant sale May 19

- Summer Family Adventure Raffle runs May 1- June 8
  - Committee will explore option of vending machine
11. Furnishings, Art & Facilities Committee Report: No report
  12. Marketing Committee Report: No report
  13. Policy Committee Report: Jolene MOVED “allow any patron to use new smart space equipment and review policy in six months” and seconded by Steve and CARRIED. Ayes: English, Valant, Mullis, Werner, Pitzemberger-Timp and Meade. Nays: None
  14. Strategic Planning Report/Update on Small Libraries Create Smart Spaces: Some items are still to arrive including the tables. Open House was big success. Mayor and board president cut ribbon to open new smart space.
  15. Meetings and Training
    - Board training
    - Upcoming - Mary scheduled to attend PLM (Public Library Management) II to earn certification for librarian in Iowa. ARSL September 13-15 in Springfield, IL. Shirley and at least one other staff member to attend.
    - Recently Attended – Public Libraries of DBQ County on April 15
  16. Oral Presentations: President Angela English encouraged trustees to re-apply for board before June.
  17. President English adjourned the meeting at 6:50 pm.

  
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Mary Jane Meade