

James Kennedy Public Library
Board of Trustees
Minutes of the May 8, 2018 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, May 8, 2018, in the program room. Present: Lynn Osterhaus, Mary Jane Meade, Pat Valant, Angela English, Steve Werner, Joe Petsche, Barb Heitzman, Jolene Pitzenberger-Timp, Library Director Shirley Vonderhaar and Assistant Director Dawn Schrandt. Absent: Mike Mullis.

1. President Angela English called the meeting to order at 5:32 p.m.
2. Agenda: Lynn MOVED "approval of the agenda" which motion was seconded by Barb and CARRIED. Ayes: Osterhaus, English, Valant, Werner, Petsche, Heitzman and Meade. Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: April 10, 2018 Regular Meeting
 - Correspondence & Communication
 - Mary Potter Kenyon submitted letter of resignation.
 - Chris Crawford submitted letter of resignation.
 - April Librarian's Report: Shirley noted 3% increase in circulation
 - Bills:
 - April Claims Report
 - Library Claims for May
 - April & May Credit Card Claims
 - Budget Reports
 - April City Report
 - April Library Report
 - Trust Account Reports
 - April Bank Statement
 - April Balance Report
 - Trust Account Expenditure Report
 - April Donations Form
 - Wine Glasses- \$30.00
 - Build-a-Basket- \$424.00
 - Yard Signs- \$30.00
 - Coloring Book- \$10.00
 - Osman Alibasic- \$100.00
 - Chair-ity- \$180.00
 - Wine and Beer Tasting Fundraiser- \$980.00
 - 50/50 Raffle- \$80.00
 - Love My Library Fundraiser- \$1367.85

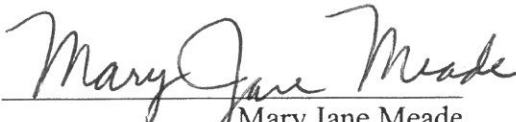
- Program Reports
 - April Report on Programs and Attendance
 - May Calendar of events
 - Schedule for upcoming programs
- Grant Report: DRA grants announced May 22.
- Friends of the Library Report: No report

Jolene MOVED “approval of the consent items” which was seconded by Pat and CARRIED. Ayes: Osterhaus, English, Valant, Werner, Petsche, Heitzman, Pitzenberger-Timp and Meade. Nays: None

4. Approval of Agency Endow Iowa Endowment Fund Agreement: Pat MOVED “table until June meeting so executive committee can confer with city manager and city attorney” which was seconded by Steve and CARRIED. Ayes: Osterhaus, English, Valant, Werner, Petsche, Heitzman, Pitzenberger-Timp and Meade. Nays: None
5. Board member replacement discussion: Six terms expire 6/30/2018. Currently Mary Jane Meade and Angela English have indicated they are planning to apply for reappointment. The Board brainstormed ideas for people to recruit and Shirley and Angela will draft a letter inviting them to apply.
6. Personnel Committee Report: Ann Boeckenstedt was offered and accepted the Senior Services Librarian position. She will start next week around her current job for some training and will officially take over the position on May 28. Shirley and Dawn will be looking for a new clerk to fill the position vacated by Chris Crawford’s resignation.
7. Finance Committee Report: No report
8. Fundraising Committee Report: Plant sale fundraiser is May 19 from 8:00-10:00 am. Iowa Getaway fundraiser underway with winner drawn after June DTFN.
9. Furnishings, Art & Facilities Committee Report: Tables for Smart Space now in place.
10. Marketing Committee Report: Radio interview will highlight upcoming events. Contest to be held to name new Active Learning Smart Space.
11. Policy Committee Report: Motion from the committee to update Conduct in the Library Policy to include Active Learning Smart Space and not allowing vaping or e-cigarettes. Motion carried. Ayes: Osterhaus, English, Valant, Werner, Petsche, Heitzman, Pitzenberger-Timp and Meade. Nays: None.
12. Strategic Planning Report: JKPL will have a site visit from Small Libraries Create Smart Spaces coordinators on May 19.
13. Meetings and Training: Three staff members will attend ARSL conference in Springfield, IL, September 13-15.

14. Oral Presentations

President Angela English adjourned meeting at 6:42 p.m.


Mary Jane Meade