

James Kennedy Public Library  
Board of Trustees  
Minutes of the June 12, 2018 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, June 12, 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. City Council liaison Tom Westoff was also in attendance. Barb Heitzman was absent.

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 Mary Jane and CARRIED. Ayes: Osterhaus, English, Valant, Werner, Petsche, Mullis and Meade. Nays: None
3. Agenda Consent Calendar
  - Minutes of Previous Meetings: May 8, 2018 Regular Meeting
  - Correspondence & Communication:
    - Letters of resignation were received from the following board members whose terms expire on 6/30/18: Jolene Pitzenberger-Timp, Steve Werner and Lynn Osterhaus
    - Compilation of correspondence in reference to the Kids AIR program was shared.
  - May Librarian's Report
  - Bills:
    - May Claims Report
    - Library Claims for June
    - May & June Credit Card Claims
  - Budget Reports
    - May City Report
    - May Library Report
  - Trust Account Reports
    - May Bank Statement
    - May Balance Report
    - Trust Account Expenditure Report
    - May Donations Form
      - Wine Glasses- \$15.00
      - Yard Signs- \$30.00
      - Hoffman Room Donation Jar- \$7.40
      - Brenda Ingles: Adopt-a-book - \$100.00
      - Brian Alm: Adopt-a-book - \$20.00
      - Karen Kramer: ILL donation - \$15.00

- Kroeger Body Shop: SRP donation - \$20.00
- Dollar General Foundation: SRP grant- \$750.00
- Small Libraries Create Smart Spaces Grant- \$2550.65
- Plant Sale Fundraiser- \$269.00
- Program Reports
  - May Report on Programs and Attendance
  - June Calendar of events
  - Schedule for upcoming programs
- Grant Report: Dollar General Foundation grant of \$750.00 for Children's Summer Reading Program incentives was received.
- Friends of the Library Report: Fall bus trip sold out. Book sale July 19-23.

Jolene MOVED "approval of the consent items, including authorizing the executive committee to approve any additional bills arriving in June" which was seconded by Steve and CARRIED. Ayes: Osterhaus, English, Valant, Werner, Petsche, Mullis, Pitzenberger-Timp and Meade. Nays: None

4. Approval of Agency Endow Iowa Endowment Fund Agreement: No action taken.
5. Board member recruitment discussion: Applications received from Heidi Wall, Karen Kramer and Sue Engelbrecht.
6. Library wages and salary: MOTION from personnel committee to approve the proposed pay rates incorporating a 2% COLA or the pay equity plan, whichever is higher. Since motion was from a committee, no second is necessary. And CARRIED. Ayes: Osterhaus, English, Valant, Werner, Petsche, Mullis, Pitzenberger-Timp and Meade. Nays: None.
7. The Board agreed not to hold a regular meeting in July. MOTION made by Mullis "to give executive committee authority to authorize payment of any bills needing payment before the August meeting" and seconded by Valant and CARRIED. Ayes: Osterhaus, English, Valant, Werner, Petsche, Mullis, Pitzenberger-Timp and Meade. Nays: None.
8. Personnel Committee Report: Report was item 6 above regarding COLA increase.
9. Finance Committee Report: Due to timing, it is expected that the replacement of projection system will take place in FY19 instead of FY18.
10. Fundraising Committee Report: Get-Away Raffle netted \$341.00.
11. Furnishings, Art & Facilities Committee Report: No report.
12. Marketing Committee Report: KDST interviews promoting JKPL programs being scheduled regularly. Contest to name Active Learning Space open until end of June. Outgoing board members granted adopt-a-book in honor of their service to JKPL.
13. Policy Committee Report: Motion from the committee "to approve JKPL Food Employee Illness Reporting Policy as required as part of food license for Lunch at the Library program"

carried. Ayes: Osterhaus, English, Valant, Werner, Petsche, Mullis, Pitzenberger-Timp and Meade. Nays: None.

14. Strategic Planning Report: No report.
15. Meetings and Training: Ann taking online courses in genealogy and senior programming. Three staff members will attend ARSL conference in Springfield, IL, September 13-15.
16. Oral Presentations: Thank you to outgoing board members: Lynn Osterhaus, Steve Werner and Jolene Pitzenberger-Timp.

Motion to adjourn made by Lynn and seconded by Steve and Jolene at 6:14 p.m.

  
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Mary Jane Meade