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**James Kennedy Public Library
Board of Trustees
Minutes of the September 12, 2017 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, September 12, 2017, in the program room. Present: Angela English, Lynn Osterhaus, Steve Werner, Mary Jane Meade, Pat Valant, Mike Mullis, Barb Heitzman, Jolene Pitzenberger-Timp, Library Director Shirley Vonderhaar and Assistant Director Dawn Schrandt. Absent: Joe Petsche. City Council / Library Liaison Mark Wagner was also present.

1. Board President Angela English called the meeting to order at 5:30 pm.

2. Agenda: Lynn MOVED "approval of the Agenda," which motion was seconded by Mike and CARRIED. Ayes: Osterhaus, Werner, Valant, Mullis, English, Meade, Heitzman and Pitzenberger-Timp. Nays: None

3. Agenda Consent Calendar

- Correspondence & Communication – Letter from Miriam Eick
- Minutes of Previous Meeting: August 8, 2017- Special and Regular
- August Librarian's Report
- Bills:
 - August Claims Report
 - Library Claims for August
 - August and September Credit Card Claims
- Budget Reports
 - August City Report
 - August Library Report
- Trust Account Reports
 - August Bank Statements
 - August Balance Report
 - Trust Account Expenditure Report
 - August Donations Form
 - Wine glasses- \$20.00
 - Coloring book- \$10.00
 - TACKL-DTFN- \$90.00
 - Friends of JKPL-\$3,800.00 (Match for DRA Grant)
 - Brenda Ingles- \$100.00
 - Lion's Club- \$500.00
 - Anonymous- \$1000.00
- Program Reports
 - August Report on Programs and Attendance
 - September Calendar of Events
 - Schedule for upcoming programs
 - Children and Teens Summer Reading Program reports
- Grant Report
- Friends of Library Report- Purchased three early literacy computers with the DRA / Friends grant.

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

4. Committee Appointments- Angela shared committee appointments for FY18.
5. Schedule for attendance of City Council Meetings – Angela shared this schedule for FY18.
6. Executive Committee Report- none
7. Finance Committee Report- none
8. Fundraising Committee Report
 - Committee shared schedule for FY18 events
9. Furnishings, Art & Facilities Committee Report
 - Update on projects- Quiet Space
10. Marketing Committee Report
 - Committee recruiting community member.
11. Personnel Committee- none
12. Policy Committee Report- none
13. Strategic Planning Report
 - Smart Spaces Update-Shirley shared results of Ideation and Brainstorming
 - Summary statement: The active learning space at the JKPL will be a flexible multipurpose DIT/DIY/STEAM space for all ages.
14. Meetings and Training
 - Paul and Dawn will attend ILA in Coralville on October 18-20.
 - Public Libraries of Dubuque County 28E Agency meeting will be attended by Angela and Shirley.
 - Dawn will attend Town Hall Meeting
15. Oral Presentations
16. President English ADJOURNED the meeting at 6:19 pm.



Mary Jane Meade, Secretary

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1. Board President Angela English called the meeting to order at 5:35 pm.

2. Agenda: Lynn MOVED "approval of the Agenda," which motion was seconded by Joe and CARRIED. Ayes: Osterhaus, English, Werner, Valant, Mullis, Petsche and Meade. Nays: None. Absent: Heitzman and Pitzenberger-Timp.

3. Agenda Consent Calendar
 - Correspondence & Communication – Miriam Eick’s letter was shared updating board on 30 years of collecting overdue items.
 - FY17 Information and reports:
 - Minutes of Previous Meeting: June 13, 2017
 - June Librarian’s Report
 - Bills:
 - June Bills submitted/ pd by city 6/26/17
 - Library Claims for June
 - Final June Credit Card Claims
 - Budget Reports
 - June City Report
 - June Library Report
 - Trust Account Reports
 - June Bank Statement
 - June Balance Report
 - Trust Account Expenditure Report
 - June Donations Form
 - Roger Theide- \$50.00
 - ShopCo Foundation- \$250.00
 - Plant Fundraiser- \$36.00
 - Family Getaway Fundraiser- \$290.00
 - TACKL- DTFN Fundraiser- \$109.00
 - Ray Rardin- \$150.00
 - Program Reports
 - June Report on Programs and Attendance- Discussion of WD / USDA sponsored lunch program. Average of 58 children per day ate lunch at JKPL during June
 - Quarterly Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract/Service Area

FY 18 Information & Reports

- July Librarian's Report
- Bills
 - July Claims Report
 - Library Claims for July
 - Library Claims for August
 - July/August Credit Card Claims
- Budget Reports
 - July City Reports
 - July Library Report
- Trust Account Reports
 - July Bank Statements
 - July Balance Report
 - Trust Account Expenditure Report
 - July Donations Form
 - Wine Glass- \$5.00
 - TACKL- DTFN Fundraiser- \$56.00
- Program Reports
 - July Report on Programs and Attendance
 - August Calendar of Events
 - Schedule for upcoming programs
- Grant Report – Nothing to report
- Friends of Library Report- Friends expressed concerns with need to clean carpet in Hoffman Room after summer lunch program.

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

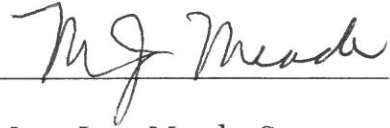
4. Library Holiday Hours: Shirley presented schedule for holiday hours for FY18. Lynn MOVED “approval of library hours for FY18 as presented” which was seconded by Pat and CARRIED. Ayes: Osterhaus, Werner, Meade, Valant, Petsche, and English. Nays: None. Absent: Heitzman and Pitzenberger-Timp.
5. Executive Committee Report: No report.
6. Finance Committee Report: No report.
7. Fundraising Committee Report: Shirley shared summary report of FY17 fundraising projects.
8. Furnishings, Art & Facilities Report- No report.
9. Marketing Committee: No report.
10. Personnel Committee Report: Motion from the Committee “to approve the revised JKPL employee pay rates and ranges to reflect FY18 COLA” which doesn't require a second and CARRIED. Ayes: Osterhaus, English, Werner, Valant, Mullis, Petsche and Meade. Nays: None. Absent: Heitzman and Pitzenberger-Timp.
11. Policy Committee Report- No report.
12. Strategic Planning Report: No report

13. Meetings and Training

- Town Meetings held in Fayette and Coralville in September.
- ILA held in Coralville October 18-20.

14. Oral Presentations: Pat discussed viewing of "Almost Sunrise" during Veteran's Day weekend. American Legion paid the \$99.00 fee and several sights considered for possible showing with Hoffman Room likely choice.

15. Angela made a motion to ADJOURN at 6:25 pm.



Mary Jane Meade, Secretary