

**James Kennedy Public Library
Board of Trustees
Minutes of the October 10, 2017 Meeting**

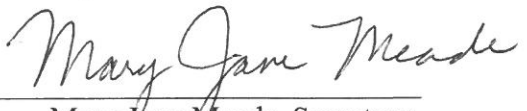
The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, October 10, 2017, in the program room. Present: Angela English, Lynn Osterhaus, Steve Werner, Mary Jane Meade, Pat Valant, Mike Mullis, Barb Heitzman, Library Director Shirley Vonderhaar and Assistant Director Dawn Schrandt. City Council / Library Liaison Mark Wagner was also present. Absent: Jolene Pitzenberger-Timp and Joe Petsche.

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 Barb and CARRIED. Ayes: Osterhaus, Werner, Valant, Mullis, English, Meade, and Heitzman. Nays: None
3. Agenda Consent Calendar
 - Correspondence & Communication
 - Minutes of Previous Meeting: September 12, 2017
 - September Librarian's Report
 - Bills:
 - September Claims Report
 - Library Claims for September
 - September and October Credit Card Claims
 - Budget Reports
 - September City Report
 - September Library Report
 - Trust Account Reports
 - September Bank Statements
 - September Balance Report
 - Trust Account Expenditure Report
 - September Donations Form
 - Brenda Ingles- \$100.00
 - Anonymous- \$50.00
 - Program Reports
 - September Report on Programs and Attendance
 - October Calendar of Events
 - Schedule for upcoming programs
 - Adult Summer Reading Program report
 - Contract Use Reports
 - Statistics by Residence Area- Drop in circulation noted.
 - Statistics by Contract/Service Area
 - Grant Report
 - Friends of Library Report

Lynn MOVED "approval of the consent items" which was seconded by Mike and CARRIED. Ayes: Osterhaus, Werner, Valant, Mullis, English, Meade and Heitzman. Nays: None

4. **Appointment of Committee to Evaluate Library Director:** Personnel committee will facilitate evaluation via email. 100% participation requested.
5. **FY17 Iowa Library General Information Survey for the JKPL:** Library director will send link when survey is complete. This topic will be on the November agenda for discussion.
6. **FY17 JKPL Annual Report:** Marketing committee is looking at revising the format. This report will wait until STAR Library ratings are released in early November.
7. **Finance Committee Report:** Will wait until after city elections for guidance on preparing the FY19 Library Budget request.
8. **Fundraising Committee Report:** The committee reported that the number of wreaths donated so far is lower than usual so more wreaths are needed for upcoming the Wreath-it-up fundraiser. Other upcoming events include the Cookie Walk, Soup Supper, Mystery Dinner.
9. **Furnishings, Art & Facilities Committee Report:** Mike shared that the committee had looked at the library floor plan and discussed ideas for the Smart Spaces project. Committee recommended spaces: Active Learning, Teen, and Quiet.
10. **Marketing Committee Report:** Pat shared the committee's recommendation to expand use of social media to promote JKPL including videos of new materials. Local radio station KDST will feature library events. Dawn will add board members to weekly email update. Annual Report may be in a new format organized by tagline of Discover. Connect. Inspire.
11. **Personnel Committee:** No report.
12. **Policy Committee Report:** No report.
13. **Strategic Planning Report:** Shirley shared a proposed new configuration of the library to create an active learning space per the Smart Spaces Project. After much discussion, board decided to implement the new configuration but the board and staff should continue to explore use of space at JKPL. Shirley also shared a proposed timeline of implementing the Smart Spaces project, including meeting March 31, 2018 project deadline.
14. **Meetings and Training:** Paul and Dawn will attend ILA in Coralville on October 18-20. Angela and Shirley attended Public Libraries of Dubuque County 28E Agency meeting.
15. **Oral Presentations:** None

Barb's motion to ADJOURN was seconded by Pat and CARRIED at 6:46 pm. Ayes: Osterhaus, Werner, Valant, Mullis, English, Meade and Heitzman. Nays: None



Mary Jane Meade, Secretary