

**James Kennedy Public Library
Board of Trustees
Minutes of the November 14, 2017 Meeting**

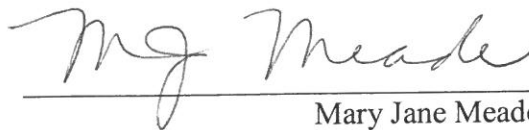
The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, November 14, 2017, in the program room. Present: Lynn Osterhaus, Steve Werner, Pat Valant, Mary Jane Meade, Joe Petsche, Barb Heitzman, Jolene Pitzenberger-Timp and Library Director Shirley Vonderhaar. Absent: Mike Mullis, Angela English and Assistant Director Dawn Schrandt.

1. Vice President Pat Valant 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, Meade, Petsche, Heitzman and Pitzenberger-Timp Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: October 10, 2017
 - Correspondence & Communication
 - Miriam Eick shared update on returned items.
 - October Librarian's Report
 - Circulation down 8.9% for the fiscal year to date. Director is asked to revise the report to show comparison of programs, attendance, etc. rather than focus so much on circulation.
 - Bills:
 - October Claims Report
 - Library Claims for November
 - October & November Credit Card Claims
 - Budget Reports
 - October City Report
 - October Library Report
 - Trust Account Reports
 - October Bank Statement
 - October Balance Report
 - Trust Account Expenditure Report
 - October Donations Form
 - Cartridge Recycling Fundraiser- \$198.40
 - Coloring Books- \$50.00
 - Betty Anne Scherrman- \$1000.00
 - Hoffman Room Donation Jar- \$13.00
 - Program Reports
 - October Report on Programs and Attendance
 - November Calendar of events
 - Schedule for upcoming programs
 - Grant Report: \$5000.00 DRA Grant payment should be arriving soon as all reports have been submitted.

- Friends of the Library Report: Membership mailing in January; January used book sale scheduled for the 26th – 29th.

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

4. Update on Evaluation of Library Director: When all individual reviews are returned, personnel committee will meet with director. Lynn, personnel committee chairperson, will not be able to attend the December 12 meeting so hopes this can be accomplished before that date.
5. FY17 Public Library General Information Survey for JKPL: Shirley submitted to state.
6. FY17 JKPL Annual Report: Bookmark version shared. Infographic under development. Both will be distributed to the City Council and community after the longer infographic format is completed and reviewed at the December board meeting.
7. Finance Committee Report: Waiting for input from city regarding timeline for FY19 budget requests. The committee will schedule a meeting to develop a recommendation for the FY19 budget in the near future.
8. Fundraising Committee Report:
 - Wreath-it-Up raised \$421.00
 - Cookies and volunteers needed for December 2 Cookie Walk
 - Quilt Raffle underway
9. Furnishings, Art & Facilities Committee Report: Nothing to report.
10. Marketing Committee Report: MOTION from marketing committee to allocate \$500.00 for social media advertising from JKPL trust account. As motion was from a committee no second is required. Motion CARRIED. Ayes: Osterhaus, Werner, Valant, Meade, Petsche, Heitzman and Pitzenberger-Timp. Nays: None
11. Personnel Committee Report: Nothing to report.
12. Policy Committee Report: MOTION from policy committee to waive regulation against alcoholic beverages for library sponsored adult event on January 8, 2018. As motion was from a committee no second is required. Motion CARRIED. Ayes: Osterhaus, Werner, Valant, Meade, Petsche, Heitzman and Pitzenberger-Timp. Nays: None.
13. Strategic Planning Report / Small Libraries Create Smart Spaces: Shirley reported that Steve is working on a 3D prototype of the library to help with space planning and that the first step for the reorganization and removal of shelving will start after Thanksgiving with the adult fiction shelves.
14. Meetings and Training: Nothing to report.
15. Oral Presentations: None
16. Joe’s motion to ADJOURN was seconded by Jolene and CARRIED at 6:36 pm.



Mary Jane Meade, Secretary