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**James Kennedy Public Library
Board of Trustees
Minutes of the August 9, 2016 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, August 9, 2016, in the program room. Present: Lynn Osterhaus, Steve Werner, Mary Jane Meade, Pat Valant, Mike Mullis, Joe Petsche and Angela English, Library Director Shirley Vonderhaar, and Assistant Director Dawn Schrandt. Absent: Barb Heitzman and Jolene Pitzenberger-Timp. Also present was Mark Wagner as the library liaison for the City Council.

1. Board President, Angela English, called the meeting to order at 5:40 pm.
2. Agenda: Pat MOVED "approval of the Agenda," which motion was seconded by Steve and CARRIED. Ayes: Osterhaus, English, Werner, Valant, Mullis, Petsche and Meade. Nays: None. Absent: Heitzman and Pitzenberger-Timp.

3. Agenda Consent Calendar

- Correspondence & Communication - None
- FY16 Information and reports:
 - Minutes of Previous Meeting: June 14, 2016
 - June Librarian's Report
 - Bills:
 - June Bills submitted/ pd by city 6/24/16
 - 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
 - Family Get-Away Fundraiser- \$385.00
 - TACKL (DTFN Fundraiser)- \$73.65
 - Summer Reading Program
 - Bob's Complete Maintenance- \$15.00
 - American Trust & Savings Bank- \$50.00
 - Program Reports
 - Quarterly Contract Use Reports

FY 17 Information & Reports

- July Librarian's Report
- Bills
 - July Claims Report
 - Library Claims for July
 - Library Claims for August

- Dawn shared new shelving option for DVDs. Will order from DEMCO so the invoice will be included in the September or October bills.
 - 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
 - Jane Menke- \$50.00
 - Blake Williams Chiropractor- \$525.00
 - Lion's Club- \$300.00
 - Friends of the Library- \$30.00
 - TACKL- \$114.50
 - Summer Reading Program
 - Anonymous- \$9.00
 - Friends of the Library- \$250.00
 - Program Reports
 - July Report on Programs and Attendance
 - August Calendar of Events
 - Schedule for upcoming programs
 - Grant Report – Nothing to report
4. Friends of Library Report: The bus trip fundraiser to Circa 21 in October has three seats still available.
 5. Library Holiday Hours: Shirley requested to wait until she receives confirmation from the city offices regarding the official city holidays for Christmas and New Year before making decision.
 6. Executive Committee Report: No report.
 7. Finance Committee Report: No report.
 8. Fundraising Committee Report: New Fall Beer Fest fundraiser was cancelled due to Brew & Brew possible change of ownership.
 9. Furnishings, Art & Facilities Report: Chairs should arrive soon from IPI. New countertops installed in public restrooms and circulation desk and the wood on the circulation desk is in progress. Committee will look at replacing countertops in other work areas and windows as the laminate adhesive is not holding up.
 10. Marketing Committee: No report.
 11. Personnel Committee Report:
 - Several applicants for open Senior Services Librarian position. Hope to have new hire in place by September 1.
 - Motion from the Committee “to approve the revised JKPL employee pay rates and ranges to reflect FY17 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.

12. Policy Committee Report: The Trustee Job Description was updated to reflect meeting time of second Tuesday of each month at 5:30 pm.

- Motion from the committee "to approve the revised Trustee Job Description" which doesn't require a second and CARRIED. Ayes: Osterhaus, English, Werner, Valant, Mullis, Petsche and Meade. Nays: None. Absent: Heitzman and Pitzenberger-Timp.

13. Strategic Planning Report

14. Meetings and Training

- Town Meetings to be held in Coralville and Waterloo in September.
- ARSL to be held in Fargo, ND, October 27-29.
- ILA to be held in Dubuque October 12-14.
- Public Libraries of Dubuque County 28E Agency meeting coming up in September.

15. Oral Presentations

16. Steve's motion to ADJOURN was seconded by Mary Jane and CARRIED at 6:47 pm.



Mary Jane Meade, Secretary