

**James Kennedy Public Library
Board of Trustees
Minutes of the September 13, 2016 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, September 13, 2016, in the program room. Present: Board Members, Lynn Osterhaus, Steve Werner, Mary Jane Meade, Pat Valant, Mike Mullis, Joe Petsche, Barb Heitzman, Jolene Pitzenberger-Timp and Angela English, Library Director Shirley Vonderhaar, and Assistant Director Dawn Schrandt.

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, English, Werner, Valant, Mullis, Petsche, Meade, Heitzman and Pitzenberger-Timp. Nays: None

3. Agenda Consent Calendar
 - Correspondence & Communication - The board received a letter from Miriam Eick explaining the completion of a project updating library cards.
 - Minutes of Previous Meetings: July 12, 2016, August 9, 2016 special and regular meetings
 - August Librarian’s Report
 - Bills:
 - August Claims Report
 - Library Claims for September
 - 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
 - Dyersville Area Community Foundation - \$750.00 (Launchpad Grant)
 - Friends of the James Kennedy Public Library - \$200.00 (SRP)
 - Friends of the James Kennedy Public Library - \$50.00 (culled books)
 - Miriam and Robert Eick & Diana Schmitt - \$50.00 (Large Print)
 - TACKL - \$40.50 (DTFN)
 - Program Reports: Summer Reading Program participation up
 - Grant Report: Received grant payment from Dyersville Area Community Foundation for Launchpads
 - Friends of the Library Report: The Friends have a current membership of 180 members and 51 volunteers. The bus trip on October 5 is sold out. Next meeting is November 1 to start work on membership drive.

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

4. Committee Appointments: The FY2017 committee appointments were shared.

5. Schedule for attendance of City Council Meetings: Schedule distributed and members reminded to switch if unable to attend assigned meeting.

6. Holiday Hours for FY217: Pat MOVED "The Library Holiday Schedule for FY17 proposed by Shirley be approved, with the library being closed on 12/26/16 and 1/2/17 and open on 12/23/16" which motion was seconded by Joe and CARRIED. Ayes: Werner, English, Valant, Pitzenberger-Timp, Heitzman, Osterhaus, Petsche, Mullis and Meade. Nays: None
7. Executive Committee Report: No report.
8. Finance Committee Report: No report.
9. Fundraising Committee Report: Chair-ity auction will be held October 17-November 13.
10. Furnishings, Art & Facilities Report: Reupholstered chairs are now on library floor. Countertops will be replaced with Corian in public areas and laminate in work areas. Circulation desk woodwork complete and seeking quote on refinishing desks and stands. TOMY has donated a train table to be placed in children's area once space is determined.
11. Marketing Committee: JKPL will donate a basket for silent auction at ILA Conference. JKPL will not participate in Beckman Homecoming Parade.
12. Personnel Committee Report: Laura Sauser started September 1.
13. Policy Committee Report: MOTION from the committee "to approve the revised section 3 of the Addendum to the City of Dyersville Employee Policy Handbook, Section 10: Holidays to reflect past practice of the library board annually reviewing holiday schedule and deciding closing dates and hours" which doesn't require a second and CARRIED. Ayes: Osterhaus, English, Werner, Valant, Mullis, Petsche, Heitzman, Pitzenberger-Timp and Meade. Nays: None.
14. Strategic Planning Report: Limestone Bluff Regional Cultural Council has formed to promote art, culture and history in rural areas and has invited the library to participate. This fits with our strategic plan so Dawn will investigate further and the JKPL likely will participate.
15. Meetings and Training:
 - Board viewed and discussed a training video on Iowa Open Meeting law
 - ILA to be held in Dubuque October 12-14. Paul, Laura and Kim will attend.
 - ARSL to be held in Fargo October 26 – 30. Shirley will attend.
 - Public Libraries of Dubuque County 28E Agency meeting 9/29. Angela and Shirley will attend.
16. Oral Presentations: Lisa's retirement party postponed until October.
17. Barb's motion to ADJOURN was seconded by Lynn and CARRIED at 6:35 pm.



Mary Jane Meade, Secretary