

**James Kennedy Public Library
Board of Trustees
Minutes of the October 11, 2016 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, October 11, 2016, in the program room. Present: Board members Lynn Osterhaus, Steve Werner, Mary Jane Meade, Pat Valant, Mike Mullis, Joe Petsche, Barb Heitzman and Jolene Pitzenberger-Timp, Library Director Shirley Vonderhaar, and Assistant Director Dawn Schrandt. Absent: Angela English

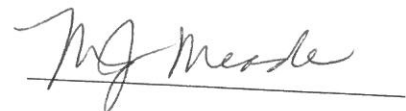
- 1. Board Vice-President Steven Werner called the meeting to order at 5:30 pm.
- 2. Agenda: Lynn MOVED "approval of the Agenda," which motion was seconded by Pat and CARRIED. Ayes: Osterhaus, Werner, Valant, Mullis, Petsche, Meade, Heitzman and Pitzenberger-Timp. Nays: None

3. Agenda Consent Calendar

- Correspondence & Communication
- Minutes of Previous Meeting: September 13, 2016
- August Librarian's Report
- Bills:
 - September Claims Report
 - Library Claims for October
 - 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
 - English Family in memory of Joan English- \$200.00
 - Adopt-a-book donation by Joyce Bries- \$16.00
- Program Reports
 - Adult Summer Reading Report-participation up, possibly due to choice of activities
- Contract Use Reports
- Grant Report
- Friends of Library Report

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

4. Committee to Evaluate Library Director: As in recent years, the Personnel Committee will manage the process of the evaluation. Lynn will chair this committee and forms will be sent via email. All trustees will participate in process.
5. FY16 JKPL Annual Report: Shirley is finalizing annual report. Members are to submit photo in jpeg format or Steve will take picture next meeting. Pat suggested using video on webpage and Facebook to market the library.
6. Personnel Committee Report: Change in exempt status law is effective December 1, 2016. On behalf of the Personnel Committee, Lynn MOVED "recommend Asst. Director Dawn Schrandt be reclassified as full time hourly". As this is a motion from the committee no second is need and motion CARRIED. Ayes: Werner, Valant, Pitzenberger-Timp, Heitzman, Osterhaus, Petsche, Mullis and Meade. Nays: None
7. Finance Committee Report: The committee discussed and agreed with the personnel committee's recommendation that the increased cost for personnel be addressed either elsewhere in the budget, by using funds from the Trust Account and fundraising, or by additional support from the Friends of the Library. Shirley will speak to the Friends regarding their ability to assist with this shortfall. On behalf of the Finance Committee, Steve MOVED "the revised reimbursement fees be approved as submitted". As this is a motion from the committee no second is need and motion CARRIED. Ayes: Werner, Valant, Pitzenberger-Timp, Heitzman, Osterhaus, Petsche, Mullis and Meade. Nays: None
8. Fundraising Committee Report: The proposed schedule of fundraising events for FY17 was distributed. A new event for FY17 will be a coloring book, which the committee plans to have available for sale by the Cookie Walk. The Mystery Dinner is scheduled for February 25, 2017, at Dyersville CC. J&D will cater. Discussed possible participation in Roshek Holiday and decided to pass on this opportunity for this year.
9. Furnishings, Art & Facilities Report: Counters in back room will be replaced soon. The committee will schedule a meeting to discuss other projects prior to the next board meeting.
10. Marketing Committee: JKPL will honor retiring board members by adopting book of choice in his/her honor. The committee has partnered with PJs to promote the library with the Dyersville Rocks idea. Twelve library rocks were hidden by TACKL members. PJ's coupon is awarded when found and brought into the library.
11. Policy Committee Report: None
12. Strategic Planning Report: None
13. Meetings and Training: ILA to be held in Dubuque October 12-14. Paul, Laura and Kim will attend. Laura received a scholarship to attend. Public Libraries of Dubuque County 28E Agency meeting attended by Angela and Shirley on 9/29. Shirley will be attending ARSL in Fargo October 25-29.
14. Oral Presentations: None
15. Barb's motion to ADJOURN was seconded by Jolene and CARRIED at 6:32 pm.



Mary Jane Meade, Secretary