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

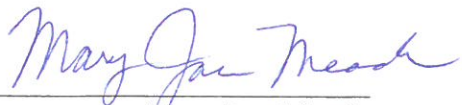
The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, December 13, 2016, in the program room. Present: Lynn Osterhaus, Steve Werner, Mary Jane Meade, Joe Petsche, Pat Valant, Jolene Pitzenberger-Timp, Angela English, Library Director Shirley Vonderhaar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

1. President Angela English called the meeting to order at 5:32 pm.
2. Agenda: Lynn MOVED "approval of the Agenda" which motion was seconded by Steve and CARRIED. Ayes: Osterhaus, Werner, Meade, Valant, Pitzenberger-Timp and English. Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: November 8, 2016
 - Correspondence & Communication
 - November Librarian's Report : Shirley reported that the most popular usage of Mango was for Spanish, Japanese and German
 - Bills:
 - November Claims Report
 - Library Claims for December
 - November & December Credit Card Claims
 - Budget Reports
 - November City Report
 - November Library Report
 - Trust Account Reports
 - November Bank Statement
 - November Balance Report
 - Trust Account Expenditure Report
 - November Donations Form
 - Friends of JKPL- \$5500.00
 - Chair-ity Fundraiser- \$797.00
 - Joyce Bries – Adopt-a-book - \$12.99
 - Kimshiro Benton-Hermsen – Adopt-a-book - \$15.68
 - Program Reports
 - November Report on Programs and Attendance
 - November Calendar of events
 - Monitoring attendance for pre-school programming
 - December Calendar of Events
 - Grant Report
 - JKPL one of 15 small libraries selected nationally to participate in Small Libraries Create Smart Spaces Project.
 - Friends of the Library Report
 - Membership drive begins January 10th.

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

4. Update on Evaluation of Library Director: Evaluation postponed until January.

5. FY16 Iowa Public Library General Information Survey: JKPL total expenditures, which includes capital and trust expenditures, may impact future Star ratings.
6. Library Journal Star Ratings: JKPL named among 2016 Star Libraries
7. Personnel Committee Report: MOTION from Personnel Committee to delay change in status for Assistant Director Dawn Schrandt; pending final Department of Labor overtime rule change and implementation date. As was a motion from the committee, no second was necessary. MOTION CARRIED. Ayes: Osterhaus, Werner, Meade, Valant, Petsche, Pitzenberger-Timp and English. Nays: None
8. Finance Committee Report: FY18 Budget Presentation scheduled for January 30th City Council meeting
9. Fundraising Committee Report: Mystery Dinner ticket sales have begun. Cookie Walk raised over \$600.00. Coloring books are printed; looking for local merchants to sell for holiday gifts. Soup supper is January 19 and Love My Library Campaign starts on the 19th as well.
10. Furnishings, Art & Facilities Committee Report: No report.
11. Marketing Committee Report: No report.
12. Policy Committee Report: No report.
13. Strategic Planning Report: No report.
14. Meetings and Training
 - ILOC (Iowa online conference)- Lean Mean Library Machine- January 19, 2017
 - Angela and representatives from Dubuque County Library and Carnegie-Stout met with area city clerks to promote membership in Public Libraries of Dubuque County.
 - Recently Attended –Written summaries of new learning shared with board.
15. Oral Presentations
16. Lynn's motion to ADJOURN was seconded by Jolene and CARRIED at 6:21 pm. Ayes: Osterhaus, Werner, Meade, Valant, Petsche, Pitzenberger-Timp and English. Nays: None



Mary Jane Meade