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**James Kennedy Public Library
Board of Trustees
Minutes of the February 15, 2017 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, February 15, 2017, in the genealogy room. Present: Lynn Osterhaus, Mary Jane Meade, Pat Valant, Angela English, Mike Mullis, Barb Heitzman, Library Director Shirley Vonderhaar and Assistant Director Dawn Schrandt. Absent: Steve Werner, Joe Petsche, and Jolene Pitzenberger-Timp.

1. President Angela English called the meeting to order at 5:32 pm.
2. Agenda: Pat MOVED "approval of the Agenda" which motion was seconded by Barb and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Heitzman, and Meade. Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: January 10, 2017 regular meeting and January 26, 2017 special meeting
 - Correspondence & Communication
 - Letter of resignation from Laura Sauser
 - January Librarian's Report
 - Bills:
 - January Claims Report
 - Library Claims for February
 - January & February Credit Card Claims
 - Budget Reports
 - January City Report
 - January Library Report
 - Trust Account Reports
 - January Bank Statement
 - January Balance Report
 - Trust Account Expenditure Report
 - January Donations Form
 - Quilt Raffle Fundraiser- \$41.00
 - Coloring Book Fundraiser- \$350.00
 - Anonymous in Memory of Ben Thier- \$20.00
 - Lisa Kass- \$25.00
 - Wine Glasses- \$25.00
 - Friends of the JKPL in Memory of Ben Thier- \$30.00
 - Soup Supper Fundraiser- \$414.00
 - 50/50 Raffle Fundraiser- \$141.50
 - Program Reports


- January Report on Programs and Attendance: Noted that Mango program not well attended but online usage increasing
- February Calendar of events: Noted that I Love My Library donations continue
- Schedule for upcoming programs: Noted that there will be no Senior meal site Branching Out visits until new senior services librarian hired
- Contract Use Reports
 - Statistics by Residence Area: City resident circulation down by 3%, overall circulation is level.
 - Statistics by Contract / Service Area
- Grant Report
- Friends of the Library Report: DRA grant will be submitted to replace children's computers

Barb MOVED "approval of the consent items" which was seconded by Mike and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Heitzman, and Meade. Nays: None

4. Presentation by Miriam Eick: Oral presentation from Miriam, reporting on her job reaching out to recover overdue items. Miriam reported that for 2016, currently 20 items have not been returned for a loss total of \$293.54. The Board gave Miriam a standing ovation for her efforts to retrieve lost JKPL items and her general volunteer work in support of the library.
5. Evaluation of Library Director: Lynn shared 2015-2016 evaluation.
6. Personnel Committee Report: None.
7. Finance Committee Report
 - Update on FY18 budget requests: Budget appropriated by the City will be \$405,000.00. The Finance committee will meet to discuss changes.
8. Fundraising Committee Report
 - Love My Library has raised \$3,023.00 so far and donations of \$100 or more will be acknowledged by note from Library Board.
 - Shirley shared a History of Fundraising Activities. Since FY09, \$25,397.16 in proceeds have been raised by this committee.
9. Furnishings, Art & Facilities Committee Report: Committee is planning to have all light fixtures on the main floor of the library replaced with LED at an estimated cost of \$12,000.00. Shirley shared a summary of JKPL Capital Project Funds. Since FY08, \$163,025.56 has been spent from capital account, leaving just under \$26,000 left unexpended.

10. Marketing Committee Report: Lynn will coordinate Build-a-Basket donation by board.
11. Policy Committee Report: Mary Jane MOVED on behalf of the Policy Committee "Approval of City of Dyersville Employee Policy Handbook Statement, Approval of Employee Appearance Policy, Approval of Holidays Policy, and Approval of Inclement Weather Policy" which doesn't require a second as it is a recommendation from the committee. Motion CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Heitzman, and Meade. Nays: None
12. Strategic Planning Report: None
13. Meetings and Training
 - Board training – Board members will watch A Lean Mean Library Machine on own and discuss at March meeting.
 - Upcoming - Public Libraries of Dubuque County Agency Meeting - JKPL hosting, likely on March 20
 - Recently Attended – Paul and Shirley recently participated in first Smart Spaces webinar. Shirley plans to share some of the information with Matt Unga of Park and Rec as she felt some of the information would be relevant to his work.
14. Oral Presentations

Lynn's motion to ADJOURN was seconded by Mary Jane and CARRIED at 6:31 pm. Ayes: Osterhaus, Meade, Valant, Mullis, Heitzman and English. Nays: None



Mary Jane Meade