

James Kennedy Public Library
Board of Trustees
Minutes of the January 14, 2020 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, January 14, 2020, in the program room. Present: Karen Tieskoetter, Sue Engelbrecht, Angela English, Mike Mullis, Mary Jane Meade, Catherine O'Hea, Karen Kramer (arrived at 7:04), and Director Shirley Vonderhaar. Absent: Joe Petsche and Pat Valant.

1. President Mary Jane Meade called the meeting to order at 7:01 P.M.
2. Agenda: Sue Engelbrecht MOVED "approval of the Agenda" which motion was seconded by Angela English and CARRIED.
Ayes: Tieskoetter, Engelbrecht, English, Mullis, Meade, and O'Hea. Nays: None.
Absent: Kramer.
3. Agenda Consent Calendar
 - Correspondence & Communication: None
 - Minutes of Previous Meeting: December 10, 2019
 - December Librarian's Report
 - Bills
 - December Claims Report
 - Library Claims for December
 - December & January Credit Card Claims
 - Budget Reports
 - December City Report
 - December Library Report
 - Trust Account Reports
 - December Bank Statements
 - December Balance Report
 - Trust Account Expenditure Report
 - December Donations Form
 - Candy/Snack Sales - \$74.00
 - Cookie Walk - \$1018.00
 - Kay Kreeb - \$5.00
 - Coloring Books - \$10.00
 - Vicki & Mary Maiers - \$20.00
 - Lions Club - \$100.00
 - Kimshiro Benton-Hermsen - \$15.68
 - Quilt Raffle - \$41.00
 - Program Reports
 - December Report on Programs and Attendance
 - January Calendar of Events
 - Schedule for upcoming programs
 - Contract Use Reports

- Statistics by Residence Area
- Statistics by Contract/Service Area
- Grant Report
 - Reimbursement for the DRA/Friends grant for the Read-along books has been received
- Friends of the Library Report
 - Membership Drive started the week of January 6
 - Book Sale is scheduled for January 24-27
- JKPL Endowment Report
 - Fund Activity Statement

Angela English MOVED “approval of the consent items” which was seconded by Karen Kramer and CARRIED. Ayes: Tieskoetter, Engelbrecht, English, Mullis, Meade, O’Hea, and Kramer. Nays: None.

4. Executive Committee Report:

- Appointment of JKPL Endowment Committee: Pat Valant, Karen Kramer, Karen Tieskoetter, and Angela English. In addition to this appointment, the Board decided to invite Michelle Grover to come and speak to the Board about Endowments. Karen Kramer will invite her to attend the February meeting, if possible, as well as potentially meet with just the Endowment Committee members.

5. Fundraising Committee Report

- Soup Supper is on January 16
- Love My Library Giving Tree starts January 16
- Mystery Dinner is February 8. If Board Members are interested in attending, please let Shirley know so we could do a Board Table.
- Build-A-Basket Fundraiser will start on February 1

6. Furnishings, Art & Facilities Committee Report: None

7. Marketing Committee Report

- Will do a booth less sponsor for Women’s Night. Will be providing library magnets.
- Working on Library of Things logo

8. Personnel Committee Report

- FY21 Personnel Budget proposal was made to the Finance Committee.

9. Finance Committee Report

- FY21 Library Operating Budget: Finance Committee MOVED “to propose a budget of \$455,776.00 to city council.” This proposal reflects a 2.5% increase from FY20. No second needed as the motion came from the committee. Motion CARRIED. Ayes: Tieskoetter, Engelbrecht, English, Mullis, Meade, O’Hea, and Kramer. Nays: None. Capital and larger maintenance needs were not included in this proposal but will be discussed as part of the presentation to the Council.

- FY21 Trust Account Budget Request: Finance Committee MOVED “to present a proposed budget of \$30,000.00 to the city council.” No second required as the motion came from the committee. Motion CARRIED. Ayes: Tieskoetter, Engelbrecht, English, Mullis, Meade, O’Hea, and Kramer. Nays: None.
 - Library Trust Account Transfer Request: Finance Committee MOVED “to transfer \$10,000.00 from the Fidelity Bank Library Trust account to the MidWestOne Bank Library Trust account.” This request considers that interest is accrued at a higher rate at MWO. No second needed as the motion came from the committee. Motion CARRIED. Ayes: Tieskoetter, Engelbrecht, English, Mullis, Meade, O’Hea, and Kramer. Nays: None.
10. Policy Committee Report: None
 11. Strategic Planning Report: None
 12. Meetings and Training
 - Upcoming – Iowa Libraries Online Conference on January 16
 13. Oral Presentations: None
 14. Meeting declared ADJOURNED by Mary Jane Meade at 8:05 P.M.


Catherine O’Hea