

**James Kennedy Public Library**  
**Board of Trustees**  
**Minutes of the March 10, 2020 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, March 10, 2020 in the program room. Present: Karen Tieskoetter, Mary Jane Meade, Angela English, Pat Valant, Catherine O’Hea, Mike Mullis, City Council Liaison Tom Westhoff, and Library Director Shirley Vonderhaar. Absent: Karen Kramer, Sue Engelbrecht, and Joe Petsche.

1. President Mary Jane Meade called the meeting to order at 7:01 P.M.
2. Agenda: Angela English MOVED “approval of the Agenda” which motion was seconded by Pat Valant and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, and O’Hea. Nays: None.
3. Agenda Consent Calendar
  - Correspondence & Communication: None
  - Minutes of Previous Meeting: February 11, 2020
  - February Librarian’s Report
  - Bills
    - February Claims Report
    - Library Claims for February
    - February & March Credit Card Claims
  - Budget Reports
    - February City Report
    - February Library Report
  - Trust Account Reports
    - February Bank Statements
    - February Balance Report
    - Trust Account Expenditure Report
    - February Donations Form
      - Candy/Snack Sales - \$74.00
      - Love My Library Fundraiser - \$1339.00
      - Bear Creek Carving Club - \$20.00
      - Coloring Books - \$130.00
      - Brenda Ingles - \$200.00
      - Ray Rardin - \$700.00
      - Mystery Dinner Ticket Sales - \$1950.00
      - Mystery Dinner Other Donations - \$205.00
      - IIW, FDR, & WHKS (Engineering Firms) - \$150.00
  - Program Reports
    - February Report on Programs and Attendance
    - March Calendar of Events

- Schedule for upcoming programs
- Grant Report
  - Requesting a Historical Resource Development Grant from the State Historical Society of Iowa to digitize the Dyersville Commercial and bring the microfilming up to date. Also looking to partner with Woodward Communications, the Friends, and the Historical Society for support.
- Friends of the Library Report
  - DRA Grant submitted on behalf of the Friends to request funding for a Kids Can Cook: Culinary Literacy project. Friends will match up to \$3000 of any funds awarded.
- JKPL Endowment Report
  - Foundation brochure has been completed.
  - Great Give Day is May 14<sup>th</sup> and will be the next main fundraiser for the Endowment.
  - Informational Meetings to be held at JKPL with guest speakers to provide more details regarding endowment giving.

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

4. Executive Committee Report
  - New Integrated Library System will be Atrium.
  - The library will be closed until 4:00 on Tuesday, March 24 for staff training.
5. Fundraising Committee Report
  - Love My Library Giving Tree ended February 29<sup>th</sup> with \$1449 in cash donations at the time of the committee meeting.
  - Mystery Dinner was successful despite the venue change. Profit from ticket sales and drink donations are estimated to be about \$700.00.
  - Build-a-Basket Fundraiser started March 2 and will run through March 29.
  - STEM Night at Country Junction was held March 10<sup>th</sup>. Initial impression is positive.
  - Wine and Beer Tasting is scheduled for April 17. Still hoping to get commitments from one or two more vendors.
6. Furnishings, Art & Facilities Committee Report
  - New water fountain will be purchased thanks do a patron donation. The city will be able to install to avoid further cost.
7. Marketing Committee Report: None
8. Personnel Committee Report
  - Shirley will be making a recommendation to the committee regarding adjusting Paul’s blended position.
9. Finance Committee Report

- MOTION from the committee to “approve Budget Amendment Request for FY2019/2020 to cover Ransomware claim and furnace replacement,” no second needed as motion was from the Committee and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, and O’Hea. Nays: None.
  - Board discussed allocating funds from the trust account to provide a match for the electronic archiving of the Dyersville Commercial.
10. Policy Committee Report
- MOTION from the committee to “approve waiving computer use fees for non-library card holders to use computers and waiving requirement to be a full-service library card holder for adults with cards in good standing to use laptops or tablets to complete the 2020 Census,” no second needed as motion was from the Committee and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, and O’Hea. Nays: None.
11. Strategic Planning Report
- Planning on having a meeting in May or June with representatives from the Board, city government, Friends of the Library, and staff to update plan and create a vision statement.
12. Meetings and Training
- Board discussed ILOC Keynote webinar: *Trustees: What’s your role in project management.*
  - Public Libraries of Dubuque County Agency is March 19<sup>th</sup> and will be attended by Angela and Shirley.
  - Upcoming trainings/conferences in April include Telling Stories with Data: Making Numbers Meaning full to be attended by Shirley and Paul and the Kids First Conference in which Kim will attend and be presenting.
13. Oral Presentations
- Three Board Member terms will expire at the end of June. Please let Shirley know if you would like to remain on the board or if we need to advertise for additional members.
14. Mary Jane Meade ADJOURNED meeting at 8:14 P.M.

  
 Catherine O’Hea