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**James Kennedy Public Library
Board of Trustees
Minutes of the April 13, 2011, Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, April 13, 2011, in the Hoffman Community Room. Present: Joyce Bries, Angela English, Stephanie Heinrichs, Barb Heitzman, Bette Kuboushek, Mary Jane Meade, Lynn Osterhaus, Becky Schwendinger, and Library Director Shirley Vonderhaar. Absent: Jolene Pitzenberger-Timp

1. Board President, Angela English, called the meeting to order at 5:08 pm.
2. **Agenda:** Barb MOVED "Approval of the Agenda as posted which motion was seconded by Becky and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Pitzenberger-Timp
3. **Agenda Consent Calendar:**
 - **Correspondence & Communication** – Volunteer, Miriam Eick reported that follow up calls to patrons for overdue materials continues to prompt return of items. The board expressed appreciation for Miriam's ongoing dedication.
 - **Minutes of March 9, 2011 Regular Meeting**
 - **March Librarian's Report**
 - **Bills:**
 - March Claims Report**
 - Library Claims for April**
 - March / April Credit Card Claims**
 - **Budget Reports:**
 - March City Report**
 - March Library Report**
 - **Trust Account Reports:**
 - March Bank Statement**
 - March Balance Report**
 - Trust Account Expenditure Report**
 - March Donations to the Library Trust Account**

From: Bear Creek Carving Club
Gift: \$13.00
Restrictions: Carving Materials

In Memory of: Brian Menke
From: Elsie Dingbaum
Gift: \$20.00
Restrictions: Unspecified Materials

In Memory of: Clete Burkle
From: Library Staff
Gift: \$16.20

Restrictions: For specific titles
From: Stephanie Heinrichs
Gift: \$50.00
Restrictions: Wine Tasting expenses

From: Valerie Rahe
Gift: \$50.00
Restrictions: Meeting Room Use donation

From: Mary O'Connell
Gift: \$50.00
Restrictions: Program expenses

The board expressed their thanks for all the donations.

- **Program Reports**
 - March Report on Programs & Attendance
 - April Calendar of Events
 - Schedule of Upcoming Programs
- **Contract Use Quarterly Reports**
 - Statistics by Residence Area
 - Statistics by Contract / Service Area
- **Grant Report:** Humanities Iowa approved adding a sixth book to the Wild Weather Book Discussion Series
- **Friends of the Library Report:** No Report

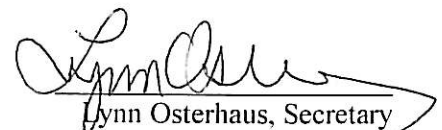
Lynn MOVED "Approval of the Agenda Consent items except claim #01-000122," which motion was seconded by Bette and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Absent: Pitzenberger-Timp. Nays none.

Mary Jane MOVED "Approval of claim #01-000122," which motion was seconded by Barb and CARRIED. Ayes: English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Absent: Pitzenberger-Timp. Abstain: Bries

4. **Request Policy for Disposition of Withdrawn Materials:** The State Auditor's office provided information stating, "The library cannot give books which are public property and purchased with public funds to a private non-profit organization." To comply, the Board agreed that the library could deposit the Friends book sale funds into a City Trust account that the Friends could assign to library uses. This way, the property and money remains with the library and the Friends are still able to fund materials, projects and services of the library. The board deferred to the policy committee to address the accepting of donations by drafting a policy for future board consideration.
5. **Finance Committee Report:** As a result of the City Council's reduction of the library's budget request, the Finance committee agreed with the Personnel committee's recommendation to the board that the FY12 Library Operating Budget would include the plan to hire a part-time Assistant Librarian and no longer plan for a full-time Technical Services Clerk. MOTION from the committee to approve and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Pitzenberger-Timp. The State Historical Society has not received

funding for a few years to microfilm local newspapers and therefore, the Dyersville Commercial has not been microfilmed since 2004. Becky MOVED to fund microfilming 5 years of the Dyersville Commercial, January 2005 through December 2010, from the Soppe bequest which motion was seconded by Stephanie and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Pitzenberger-Timp.

7. **Furnishings, Art and Facility Committee Report:** The Furnishings, Art and Facility committee recommended to the board to request the City Council to appropriate \$12,750.00 for library capital projects which include \$4,350.00 for IIW (Ron Balmer services), \$2,800.00 for Jackson Tuckpointing (repair/replacement of west and north masonry walls), \$1,000.00 for electrical repairs, \$1,200.00 for four book carts, and \$3,400.00 for purchase and installation of 5 computer workstations. MOTION from the committee to approve and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Pitzenberger-Timp.
8. **Marketing Committee Report:** Final plans were discussed for the Wine Tasting Fundraiser on Friday, April 15.
9. **Personnel Committee Report:** Committee recommendation for staffing under the FY12 budget included a recommendation for a new part-time Assistant Librarian and to not hire a full-time Technical Services Clerk, which was previously discussed during the Finance Committee report.
10. **Policy Committee Report:** Committee recommended approval of revised Conduct in the Library policy to incorporate the City's resolution on firearms. MOTION from the committee to approve and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Pitzenberger-Timp.
11. **Strategic Planning Report:** The strategic plan was updated to include items that have been completed and added items from the space utilization study. Stephanie MOTIONED to approve the revised strategic plan which was seconded by Bette and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Pitzenberger-Timp.
12. **Ongoing Construction Issues Committee Report:** Jackson Tuckpointing will be completing brick wall repair soon. Tricon will be investigating the roof in the entryway to determine cause of leaking. The source and scope of electrical responsibility is still being researched.
13. **Meetings and Training:**
Upcoming: Shirley is planning to attend the Iowa Small Library Association meeting on April 15, 2011. Shirley reported that Diana will not be able to get into the spring session of Public Library Management.
Recently Attended: A couple staff members attended a web-based genealogy workshop. Kim received a scholarship to attend Kids First Conference. Angela and Shirley attended a Dubuque County Public Library meeting.
14. **Oral Presentations:** None
15. Bette's motion to adjourn was seconded by Lynn and CARRIED at 6:20 pm


Lynn Osterhaus, Secretary