James Kennedy Public Library Board of Trustees Minutes of the August 11, 2010, Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, August 11, 2010, in the Hoffman Community Room. Present: Joyce Bries, Angela English, Stephanie Heinrichs, Barb Heitzman, Lynn Osterhaus, and Becky Schwendinger, and Library Director Shirley Vonderhaar. Steve Halverson was absent.

- 1. The meeting was called to order at 5:40 pm by Board President, Angela English.
- **2. Agenda**: Joyce MOVED "Approval of the Agenda as posted," which motion was seconded and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Osterhaus, and Schwendinger. Nays none.
- 3. Introductions were made and new trustee, Stephanie Heinrichs was welcomed.
- 4. Agenda Consent Calendar:
 - Minutes of the June 9, 2010 Regular Meeting and June 29, 2010 Special Meeting
 - June Librarian's Report: Statistics are now being tracked for ebooks and downloadable audio; collections of which are provided by membership in NEIBORS.
 - Bills: June Claims Report
 - . Budget Reports:
 June City Report
 June Library Report
 FY10 Year Review
 - Trust Account Reports:
 June Bank Statement
 June Balance Report
 Trust Account Expenditure Report FY10
 June Donations to the Library Trust Account

From:

Friends of the Library

Gift:

\$29.99

Restrictions:

Reimbursement for Wii game

From:

RACOM

Gift:

\$25.00

Restrictions:

Summer Reading

From:

Citizens State Bank

Gift:

\$25.00

Restrictions:

Summer Reading

From:

Kramer Funeral Home

Gift:

\$50.00

Restrictions:

Summer Reading Program

From:

Spoden Construction

Gift: .

\$25.00

Restrictions:

Summer Reading Program

From:

Tricia Maiers & Family

Gift:

\$5.00

Restrictions:

Memorial - Children's Book

From:

Osman Alibasic

Gift:

\$10.00

Restrictions:

Adopt-a-book program

From:

Lisa Gaylor

Gift:

\$128.25

Restrictions:

Adopt-a-book program

The board expressed their thanks for all the donations.

Program Reports

June Report on Programs & Attendance

Contract Use Report

Statistics by Residence Area

Statistics by Contact / Service Area

FY11 Information & Reports

- Correspondence & Communications: New trustee Pat Valant will be unable to serve term due to mobilization with the Iowa National Guard.
- Approve July Librarian's Report:
- Bills:

July Claims Report Library Claims for August July / August Credit Card Claims

Budget Reports:

July City Report

July Library Report

• Trust Account Reports:

July Bank Statement

July Balance Report

Trust Account Expenditure Report FY11

July Donation Report:

From:

TACKL Fundraiser (from Pamida fundraiser activity)

Gift:

\$249.00

Restrictions:

TACKL expenses / programs

From:

Dyersville Lion's Club

Gift:

\$300.00

Restrictions:

Large Print Best Sellers

From:

Dianna Schmitt

Gift:

\$15.97

Restrictions:

Adopt-a-book program

From:

Iowa Wine & Beer Promotion Board

Gift:

\$858.00

Restrictions:

Wine Tasting Publicity

The board expressed their thanks for all the donations.

Program Reports

July Report on Programs & Attendance August Calendar of Events Schedule for upcoming programs

- Grant Report: Grant payment for Wine Tasting Publicity was received. Plans are made to apply for a Humanities Iowa grant for a fall book discussion series.
- Friends of the Library Report: A DRA award was not received this year. 244 memberships have been received. Used book sale held July 22-26. Taste of the Midwest is scheduled for September 29, 5:30 to 7:30 pm. Trustees recommend raising ticket price by \$1.00 and suggest a vendor survey after the event.

Barb MOVED "Approval of the Agenda Consent items with the exception of claim 01-000122," which motion was seconded and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Osterhaus, and Schwendinger. Nays none.

Barb MOVED "Approval of claim 01-000122", which motion was seconded and CARRIED. Ayes: English, Heinrichs, Heitzman, Osterhaus, and Schwendinger. Nays none. Abstained: Bries

- 5. Consider closing the library for staff in-service and clean-up: Barb MOVED "That the library director be authorized to close the library on Friday afternoons in September from 1 to 5 pm in for cleaning and staff inservice." Second by Stephanie and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Osterhaus, and Schwendinger. Nays none.
- Personnel Committee Report: Brooke has submitted her resignation, effective 8/23/10 as she will be leaving for college. Ads have been placed for a new circulation/shelving clerk. Amy Wilhelm is no longer available to maintain the library website or create posters, effective 7/1/10. Shirley will provide website maintain during interim.
- 7. Furnishings Committee Report: Ron Baumler with IIW has been hired as neutral party for facility issues and advised that a warranty claim should be filed for roof, noting that interior damage may be excluded by warranty. The brick wall is deteriorating due to running water; the slope needs to be redone. Lynn MOVED "to accept the library step and wall repair plan." Second by Becky and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Osterhaus, and Schwendinger. Nays none.

Fitzgerald reviewed electrical plan to determine ease of moving computers and found that breakers were improperly labeled at time building was constructed. IIW has electrical engineer on staff to review electrical system. Joyce MOVED "to accept IIW electrical contract proposal". Second by Barb and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Osterhaus, and Schwendinger. Nays none.

- 8. **Policy Committee Report**: Policy for circulation of Kill-o-watt meters was recommended for approval, no second needed, as recommended by committee. Ayes: Bries, English, Heinrichs, Heitzman, Osterhaus, and Schwendinger. Nays none.
- 11. Strategic Planning Report: None
- Marketing Committee Report: "Chair-ity Fundraiser" is next event. Chairs may be displayed in high school homecoming parades and at Taste of Midwest event and auction is planned to end Sunday, October 17 with an open house.
- 13. Meetings and Training:

Upcoming: Town meetings are coming up September 9-22, 2010. Association for Small and Rural Libraries Conference will be October 13-16 in Denver. ILA will be October 13-15 in Des Moines. Joyce MOVED "to allow Shirley to determine which conference she attends and if a staff member would attend the other conference". SECOND by Barb and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Osterhaus, and Schwendinger. Nays none.

Recently Attended: No report.

- 14. Oral Presentations: Children's Summer Reading Program results were reviewed. The board expressed appreciation to Kim Benton for the fine job of organizing and facilitating this program.
- 15. Barb's motion to adjourn was seconded and CARRIED at 7:30 pm

Lynn Osterhaus, Secretary