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**James Kennedy Public Library  
Board of Trustees  
Minutes of the February 9, 2011, Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, February 9, 2011, in the Hoffman Community Room. Present: Angela English, Stephanie Heinrichs, Bette Kuboushek, Mary Jane Meade, Lynn Osterhaus, Becky Schwendinger, Library Director Shirley Vonderhaar, and guests, Daniel Boice, Library Strategic Planning Committee and Molly Evers, City Council member. Absent: Joyce Bries, Barb Heitzman, and Jolene Pitzenberger-Timp.

1. The meeting was called to order at 5:36 pm by Board President, Angela English.
2. **Agenda:** Lynn MOVED which motion was seconded by Becky and CARRIED. Ayes: English, Heinrichs, Kuboushek, Osterhaus, and Schwendinger. Nays none. Absent: Meade, Bries, Heitzman, and Pitzenberger-Timp
3. **Agenda Consent Calendar:**
  - **Correspondence & Communication – None**
  - **Minutes of January 12, 2011 Regular Meeting**
  - **January Librarian's Report**
  - **Bills:**
    - January Claims Report**
    - Library Claims for February**
    - January / February Credit Card Claims – no claims**
  - **Budget Reports:**
    - January City Report**
    - January Library Report**
  - **Trust Account Reports:**
    - January Bank Statement**
    - January Balance Report**
    - Trust Account Expenditure Report**
    - January Donations to the Library Trust Account**

From: Mary O'Connell  
Gift: \$100.00  
Restrictions: Library materials

From: Sara Richter  
In Memory of: Clete Burkle  
Gift: \$50.00  
Restrictions: Children's Department

From: Thomas & Sandra Meade  
In Memory of: Marjorie Mohr  
Gift: \$20.00  
Restrictions: Children's Department  
From: James Kenney

In Memory of: Marjorie Mohr  
Gift: \$375.00  
Restrictions: Children's Department

From: Joyce Winch  
In Memory of: Marjorie Mohr  
Gift: \$25.00  
Restrictions: Children's Department

From: Kimshiro Benton  
In Memory of: Marjorie Mohr  
Gift: \$20.00  
Restrictions: Children's Department

From: Fundraiser – wine glasses  
Gift: \$105.00  
Restrictions: DVD Collection Enhancements

From: Fundraiser – book journals  
Gift: \$15.00  
Restrictions: DVD Collection Enhancements

The board expressed their thanks for all the donations. Memorials for Marjorie Mohr have totaled \$1,825.00 and will be used to replace pillows in the children's area with new animal shaped pillows and the remainder of the monies will be used to purchase materials. The current pillows will be used for movies and stored in the meeting room.

- **Program Reports**

  - **January Report on Programs & Attendance**

  - **February Calendar of Events**

  - **Schedule of Upcoming Programs**

- **Grant Report:** A DRA grant is being prepared on behalf of Friends to enhance the e-book collection and have e-readers available for checkout. A Humanities Iowa grants is being prepared to fund a spring book discussion series on Weather, presented by Alison McNeese. An ALA/NEH is being researched for possible funding of "Let's Talk About It: Making Sense of the American Civil War."
- **Friends of the Library Report:** Next meeting is February 21, 2011

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

4. **Method of Board packet distribution:** Board members are pleased with how the electronic distribution of board packets is going.
5. **Iowa Right To Carry Law:** The City Council may pass a resolution prohibiting guns in city buildings that would include the library. Board members agreed wait for City Council action.
6. **Finance Committee Report:** Angela presented the FY12 proposed library budget to the City Council. Due to the large turn out of Library Trustees (enough for a quorum), there was a concern expressed that it may have required prior posting of the Library Board meeting to comply with open meeting

requirements. Shirley found out from the Iowa Ombudsmen's Office that it didn't appear that any open meeting requirements were violated, however, in the future it doesn't hurt to post.

7. **Furnishings, Art and Facility Committee Report:** George Lawson should be ready to discuss his recommendations for library space usage at the March meeting. A capital expense update is not yet available.
8. **Marketing Committee Report:** The Wine Tasting Fundraiser is planned for Friday, April 15. Consideration is being given to having board member's assist with providing appetizers as a donation to reduce expenses. The committee decided to establish a higher ticket price at the door. Samples of the Wine tasting flyers were distributed to board members. The committee is discussing options for distribution of the library brochures. The library will participate in the St. Pat's Day Parade, handing out koozies stuffed with library brochures and wine tasting flyers.
9. **Personnel Committee Report:** None.
10. **Policy Committee Report:** The Programs Policy was revised to include out reach activities at daycares and senior centers and addresses photographs of events. MOTION from the committee to approve and CARRIED. Ayes: English, Heinrichs, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Bries, Heitzman, and Pitzenberger-Timp. The Registration and Lending policy was revised to cover lending of library items to daycares and other institutions. Ayes: English, Heinrichs, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Bries, Heitzman, and Pitzenberger-Timp. The Inclement Weather / Emergency Procedures Policy was updated with more detailed procedures. Ayes: English, Heinrichs, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Bries, Heitzman, and Pitzenberger-Timp. A new Policy for Partner Collection was presented to cover materials to check out to institutions for an extended period of time. Ayes: English, Heinrichs, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Bries, Heitzman, and Pitzenberger-Timp.
11. **Strategic Planning Report:** Dan Boice from the Strategic Planning committee facilitated a discussion with board members on threats; opportunities and what we do well which helps to guide continued strategic planning.
12. **Ongoing Construction Issues Committee Report:** Ron Balmer continues to work with TriCon on the electrical concerns.
13. **Meetings and Training:**  
**Upcoming:** Shirley is planning to attend the Iowa Small Library Association planning meeting a February 18, DALINC's spring conference on April 8 and the Iowa Small Library Association spring meeting on April 15.  
**Recently Attended:** Several staff members attended some of sessions of the Iowa Small Library Association's online conference. Shirley attempted to attend the ICN session of 2011 All Iowa Reads Book. Due to technical difficulties, we will be receiving a DVD of the session.
14. **Oral Presentations:** Board members discussed the idea of obtaining an AED for the library. The Director will research the need and cost of an AED. The Board also discussed changing the time of the next meeting due to board member conflicts with area Ash Wednesday services.
15. Lynn's **motion to adjourn** was seconded by Stephanie and CARRIED at 7:07 pm

  
Lynn Osterhaus, Secretary