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

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, March 9, 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 Jolene Pitzenberger-Timp, Library Director Shirley Vonderhaar, and guest, George Lawson.

1. Board President, Angela English, called the meeting to order at 4:32 pm.
2. **Agenda:** Joyce MOVED "Approval of the Agenda as posted except move the Presentation on space utilization to be the first item," which motion was seconded by Stephanie and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Osterhaus, and Schwendinger. Nays none. Absent: Pitzenberger-Timp
3. **Presentation on Space Utilization:** George Lawson, a Library Building consultant, presented recommendations for space utilization to the board. George complimented the library for having the size and diversity of collection as compared to other cities and libraries of similar size. George provided recommendations for space utilization for public, staff and meeting areas of the library. It was the consensus of the board to proceed with the plan by incorporating it into the strategic plan with estimated costs for those changes that would require an expense. Changes not requiring an expense could begin immediately such as eliminating the area for the reference collection since that will need to be moved anyway for the upcoming Wine Tasting event.
4. **Agenda Consent Calendar:**
 - **Correspondence & Communication** – The Bear Creek Carving Club sent a thank you note and contribution to the library for hosting their recent woodcarving show and a letter from Miriam Eick summarizing her volunteer experiences was read.
 - **Minutes of February 9, 2011 Regular Meeting**
 - **February Librarian's Report**
 - **Bills:**
 - February Claims Report**
 - Library Claims for March**
 - February / March Credit Card Claims**
 - **Budget Reports:**
 - February City Report**
 - February Library Report**
 - **Trust Account Reports:**
 - February Bank Statement**
 - February Balance Report**
 - Trust Account Expenditure Report**
 - February Donations to the Library Trust Account**

From: Anonymous
Gift: \$13.22

Restrictions: Adopt-a-book specific titles


The board expressed their thanks for all the donations.

- **Program Reports**
 - February Report on Programs & Attendance**
 - March Calendar of Events**
 - Schedule of Upcoming Programs**
- **Grant Report:** The library received a Humanities Iowa grant to fund a spring book discussion series on "Wild Weather", a grant was submitted to the DRA on behalf of Friends to enhance the e-book collection and have e-readers available for checkout, requesting \$13,750 with matching funds of \$7,250. When applying for a grant from the Pamida Foundation, it was found that they are no longer funding activities; just materials.
- **Friends of the Library Report:** A \$470.45 profit was made from the January used book sale. The next sale will be in July. Their membership drive is taking place in March with a membership insert in the Dyersville Commercial. The Friends allocated \$2,250 as part of a match for a DRA grant for e-books and e-readers. The Friends also reviewed and approved requests for various library programs and will be donating book bags to the summer reading and outreach programs.

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

4. **Request for Meeting Policy Exemption:** Board members discussed a request from a patron to consider approval of an exemption from the meeting policy to be able to schedule more than two meetings in the Hoffman Community Room. The board agreed to abide by the current policy
5. **Iowa Right To Carry Law:** The City Council approved a resolution prohibiting guns in city buildings that includes the library. As a result, the library's conduct policy will need to be updated.
6. **Finance Committee Report:** The City Council's budget proposal going to public hearing includes a \$30,000 reduction from the library's budget request, however, the remaining budget is an \$11,000 increase from the current FY budget. Once confirmed, the Finance and Personnel committees will need to meet to propose a revised budget to the board.
7. **Furnishings, Art and Facility Committee Report:** An updated capital expense report was provided to the board with the understanding that the principal amount is designated for library use and the interest is at the discretion of the City Council.
8. **Marketing Committee Report:** The Wine Tasting Fundraiser is planned for Friday, April 15 with food being donated by the library board, marketing committee staff and volunteers. Tickets will be \$20 in advance and \$25 at the door. There are commitments from 3 area wineries with possibilities for another winery. The committee is discussing options for distribution of the library brochures. The library will participate in the St. Pat's Day Parade, handing out stuffed koozies that were donated by four area financial institutions.
9. **Personnel Committee Report:** None.
10. **Policy Committee Report:** None

11. **Strategic Planning Report:** A summary of notes prepared by Dan Boice from the recent Strategic Planning discussion were distributed to board members.
12. **Ongoing Construction Issues Committee Report:** Tricon is looking for a different electrician since Freeman Electric went out of business, to take care of the library's electrical issues.
13. **Meetings and Training:**
Upcoming: Shirley is planning to attend the Public Libraries of Dubuque County Agency meeting on March 16, 2011 and the Iowa Small Library Association meeting on April 15, 2011. Shirley is hopeful that Diana will be able to get into the spring session of Public Library Management.
Recently Attended: None
14. **Oral Presentations:** None
15. Jolene's **motion to adjourn** was seconded by Barb and CARRIED at 6:12 pm


Lynn Osterhaus, Secretary