

**James Kennedy Public Library
Board of Trustees
Minutes of the May 11, 2011, Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, May 11, 2011, in the Hoffman Community Room. Present: Joyce Bries, Angela English, Stephanie Heinrichs, Barb Heitzman, Bette Kuboushek, Mary Jane Meade, Lynn Osterhaus, Becky Schwendinger, Jolene Pitzenberger-Timp and Library Director Shirley Vonderhaar. Absent: no one *absent MJD*

1. Board President, Angela English, called the meeting to order at 5:07 pm.
2. **Agenda:** Lynn MOVED "Approval of the Agenda as posted which motion was seconded by Jolene and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Osterhaus, Schwendinger and Pitzenberger-Timp. Nays none. Absent: Meade, Kuboushek *MJD*"
3. **Agenda Consent Calendar:**
 - **Correspondence & Communication – None**
 - **Minutes of April 13, 2011 Regular Meeting**
 - **April Librarian's Report**
 - **Bills:**
 - April Claims Report
 - Library Claims for May
 - April / May Credit Card Claims
 - **Budget Reports:**
 - April City Report
 - April Library Report
 - **Trust Account Reports:**
 - April Bank Statement
 - April Balance Report
 - Trust Account Expenditure Report
 - April Donations to the Library Trust Account

From: Leah McCool
Gift: \$20.00
Restrictions: Wine Tasting Expenses

From: Jo Amunson
Gift: \$20.00
Restrictions: Wine Tasting Expenses

From: Sue Krapfl
Gift: \$40.00
Restrictions: Wine Tasting Expenses

From: Anonymous
Gift: \$100.00

Restrictions: Adopt-a-Book

From: Barb Heitzman

Gift: \$10.00

Restrictions: Adopt-a-Book

From: Fundraiser – Wine Glasses

Gift: \$130.00

Restrictions: Collection Enhancements

From: Fundraiser – Wine Tasting Tickets

Gift: \$1,115.00

Restrictions: Collection Enhancements

The board expressed their thanks for all the donations.

- **Program Reports**
 - April Report on Programs & Attendance
 - May Calendar of Events
 - Schedule of Upcoming Programs
- **Grant Report:** Nothing to Report
- **Friends of the Library Report:** No Report


Barb MOVED “Approval of the Agenda Consent items which motion was seconded by Joyce and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, Schwendinger and Pitzenberger-Timp. Absent: ~~No One~~. Nays none. *Kuboushek TMO*

4. **Consideration to Change Board Meeting Time:** There was consensus to change the meeting time for future board meetings. Mary Jane MOVED to change the meeting time to 5:00 pm which motion was seconded by Barb and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, Schwendinger and Pitzenberger-Timp. Absent: ~~No One~~. Nays none. *Kuboushek TMO*
5. **Consider Approval of Request for City Overnight Drop Box:** As of July 1, 2011, the City will be locking the Memorial Building and therefore, will need a drop box for citizens to deposit bill payments. The request was made to the Library to consider installing a separately locked drop box next to the library’s night drop boxes. City staff would be responsible for accessing the box. Barb MOVED to approve with all expenses for installation and any damages, if any, paid by the city which motion was seconded by Becky and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, Schwendinger and Pitzenberger-Timp. Absent: ~~No One~~. Nays none. *Kuboushek TMO*
6. **Finance Committee Report:** None *TMO*
7. **Furnishings, Art and Facility Committee Report:** None
8. **Marketing Committee Report:** None
9. **Personnel Committee Report:** Modifications were made to the Pay Rates and Ranges for library staff as a result of the revised personnel plan of hiring a part-time assistant librarian and removing the genealogy clerk from the plan. MOTION from the committee to approve and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, Schwendinger and Pitzenberger-Timp. *TMO*

Koukoshelb. RW
Absent: ~~No One.~~ Nays none. Revised job descriptions based on the revised personnel plan were presented to the Board. MOTION from the committee to approve and CARRIED. Ayes: Bries, English, Heinrichs, Heitzman, Kuboushek, Meade, Osterhaus, Schwendinger and Pitzemberger-Timp. Absent: ~~No One.~~ Nays none. *TW*

- Kuboushek JM*
10. **Policy Committee Report:** None
 11. **Strategic Planning Report:** None
 12. **Ongoing Construction Issues Committee Report:** Reicher Electronic is working on testing and labeling panels. The Jackson Tuckpointing bill was received and confirmation needs to be made on how many caps were worked on before paying the bill. Tricon is aware that the entry way is leaking again and will be working on repairs.
 13. **Meetings and Training:**
Upcoming: Shirley will be registering for ARSL (Association for Rural and Small Libraries) meeting in September.

Recently Attended: Kim attended the Kids First Conference.
 14. **Oral Presentations:** The coffee pot used for Sit and Stitch is broke. The library received a donated plant from Ruth Hemmer's family. With Ruth having recently passed away, Delpha Schuster will be volunteering to work in the genealogy room two half days each week.
 15. Mary Jane's **motion to adjourn** was seconded by Barb and CARRIED at 5:51 pm



Lynn Osterhaus, Secretary