

**James Kennedy Public Library
Board of Trustees
Minutes of the January 11, 2012, Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, January 11, 2012, in the Hoffman Community Room. Present: Joyce Bries, Angela English, Barb Heitzman, Bette Kuboushek, Mary Jane Meade, Lynn Osterhaus, Jolene Pitzenberger-Timp, Becky Schwendinger, Library Director Shirley Vonderhaar and Assistant Library Director, Dawn Schrandt.

1. Board President, Angela English, called the meeting to order at 5:04 pm.

2. **Agenda:** Joyce MOVED "Approval of the Agenda as distributed" which motion was seconded by Barb and CARRIED. Ayes: Bries, English, Heitzman, Kuboushek, Meade, Osterhaus, Pitzenberger-Timp and Schwendinger. Nays none.

3. Agenda Consent Calendar:

Correspondence & Communication: Thank you notes were read from the Marketing committee for board members bringing cookies for the Cookie Walk and from the Regional Blood Bank for use of the library facility for their blood drive.

Minutes of December 14, 2011 Regular Meeting

December Librarian's Report

Bills:

- **December Claims Report**
- **Library Claims for January**
- **December/January Credit Card Claims**

Budget Reports:

- **December City Report** – report is still showing the requested budget amount instead of final budget
- **December Library Report**

Trust Account Reports:

- **December Bank Statement**
- **December Balance Report**
- **Trust Account Expenditure Report**
- **December Donations to the Library Trust Account**

From: Mary O'Connell
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Special programs or collections

From: Osman Alibasic
Donation: \$20.00
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific titles

From: Sondra Bennett
Donation: \$100.00
Fund: Library Trust Account

Restrictions: Gift certificate for Adopt-a-book selections

From: Fundraiser – Cookie Walk

Donation: \$538.25

Fund: Library Trust Account

Restrictions: Gaming Collection

From: Fundraiser – Wreath-It-Up

Donation: \$101.75

Fund: Library Trust Account

Restrictions: Gaming Collection

The board expressed their thanks for all the donations.

Program Reports

- **December Report on Programs & Attendance**
- **January Calendar of Events**
- **Schedule of Upcoming Programs**

Grant Report: DRA grant application will be completed for early literacy computer replacement.

Friends of the Library Report: Membership renewals were distributed by bulk mail.

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

4. Finance Committee Report: FY13 Library Operating budget recommendation was presented to the board. MOTION from the committee to “approve FY2013 budget proposal of \$363,447.00 for presentation to the City” and CARRIED. Ayes: Bries, English, Heitzman, Kuboushek, Meade, Osterhaus, Pitzenberger-Timp and Schwendinger. Nays none. All board members were encouraged to attend the City Council meeting January 30 when the library budget will be presented.

The board discussed FY2013 Trust Account budget request. MOTION from the committee to “approve FY2013 Trust Account Budget request of \$25,000 to be appropriated for use,” and CARRIED. Ayes: Bries, English, Heitzman, Kuboushek, Meade, Osterhaus, Pitzenberger-Timp and Schwendinger. Nays none.

5. Personnel Committee Report: The board suggested a request be made to the City to consider a part-time benefit scheme for part-time staff.

6. Furnishings, Art and Facility Committee Report: None

7. Policy Committee Report: A revised policy for Collection Development was presented to the board with updated statistics and references to technology. MOTION from the committee to “approve the revised Collection Development Policy,” and CARRIED. Ayes: Bries, English, Heitzman, Kuboushek, Meade, Osterhaus, Pitzenberger-Timp and Schwendinger. Nays none.

8. Strategic Planning Report: None

10. Ongoing Construction Issues Committee Report: Plans to correct electrical concerns have been received from one company and are being reviewed. Additional information such as a list of tasks to be completed will be requested.

11. Marketing Committee Report: The Wreath It Up and Cookie Walk fundraisers were successful. The "Geek Your Library" program is being considered to bring attention to the library's non-traditional services. The Wine Tasting event is being planned for April 14. There will be a float in the St. Patrick's Day Parade.

12. Meetings and Training:

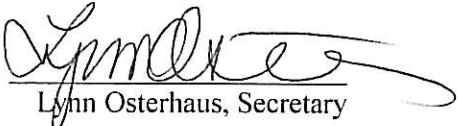
Upcoming: The Small library online conference is tomorrow, Jan. 12 with an evening session on policies for trustees. Kim will be participating in online training for early literacy training.

Recently Attended: None

13. Oral Presentations: The Chamber's Women's night will be April 11. The board suggested a donation of Wine Tasting package for library PR.

14. Bette's motion to adjourn was seconded by Jolene and CARRIED at 6:06 pm

Next meeting Wed, February 8, 2012 at 5:00 pm


Lynn Osterhaus, Secretary