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

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, November 9, 2011, 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. Absent: None

1. Board President, Angela English, called the meeting to order at 5:04 pm.
2. **Agenda:** Bette MOVED "Approval of the Agenda as distributed" which motion was seconded by Mary Jane and CARRIED. Ayes: Bries, English, Heitzman, Kuboushek, Meade, Osterhaus, and Schwendinger. Nays none. Absent: Pitzenberger-Timp

3. Agenda Consent Calendar:

- **Correspondence & Communication:** None
- **Minutes of October 11, 2011 Regular Meeting**
- **October Librarian's Report**
- **Bills:**
 - October Claims Report**
 - Library Claims for November**
 - October/November Credit Card Claims**
- **Budget Reports:**
 - October City Report** – report is still showing the requested budget amount instead of final budget
 - October Library Report**
- **Trust Account Reports:**
 - October Bank Statement**
 - October Balance Report**
 - Trust Account Expenditure Report**
 - October Donations to the Library Trust Account**

From: Leah McCool
 Donation: \$86.65
 Fund: Library Trust Account
 Restrictions: Adopt-a-book

In Memory of: Rose Mary Schaefer
 From: Elsie Dingbaum
 Donation: \$10.00
 Fund: Library Trust Account
 Restrictions: Game or Puzzle collection

The board expressed their thanks for all the donations.

- **Program Reports**

October Report on Programs & Attendance
November Calendar of Events
Schedule of Upcoming Programs

- **Grant Report:** The library has been invited to participate in a Media Literacy for Youth Project as an initiative of ALA (American Library Association). Participation includes identifying two sophomore or junior students who would be interested in participating and attending a workshop in Des Moines on November 19.
- **Friends of the Library Report:** Taste of Midwest made a profit of \$1,476.55. Discussions are underway for the next membership campaign. The next used book sale will be January 27, 28 and 30. New officers were elected.

Barb MOVED "Approval of the Agenda Consent items, with the exception of claim 01-000122 for Joyce Bries" which motion was seconded by Jolene and CARRIED. Ayes: Bries, English, Heitzman, Kuboushek, Meade, Osterhaus, Pitzenberger-Timp, and Schwendinger. Nays none. Absent: None.

Mary Jane MOVED "Approval of claim 01-000122 for Joyce Bries" which motion was seconded by Barb and CARRIED. Ayes: English, Heitzman, Kuboushek, Meade, Osterhaus, Pitzenberger-Timp, and Schwendinger. Nays none. Abstaining: Bries. Absent: None.

4. **City Council Attendance Schedule:** A schedule for attending City Council meetings will be emailed to board members.
5. **Report from Ad Hoc Committee to Evaluate Library Director:** The Ad hoc committee is still waiting on receipt of three forms and plans to be ready to discuss at the next meeting.
6. **Finance Committee Report:** None
7. **Personnel Committee Report:** None
8. **Furnishings, Art and Facility Committee Report:** Board members participated in a walk-through of the library at the end of the meeting to identify areas of concern that should be considered for replacement and/or repair. A person was hired to change the light bulbs with longer life bulbs used for the high ceilings to reduce the times a lift has to be rented to replace.

The operator on the exterior automatic door is worn out and needs to be replaced. It would be a capital expense. Mr. Lock and Key repaired it as temporary fix. Joyce MOVED "to replace the exterior door automatic operator at estimated cost of \$3,000" which motion was seconded by Bette and CARRIED. Ayes: Bries, English, Heitzman, Kuboushek, Meade, Osterhaus, Pitzenberger-Timp, and Schwendinger. Nays none. Absent: None.
9. **Policy Committee Report:** None
10. **Strategic Planning Report:** None
11. **Ongoing Construction Issues Committee Report:** Brian Osterhaus Construction is planning to complete the interior repairs in January or February. Further discussion will take place closer to that time period regarding work to the entryway, to determine whether to close the library or provide an alternate entry to the library. A request for a plan to correct electrical concerns has been requested from two local electrical firms by November 21. Once received, the plans will be sent to IIW for review before quotes and selection of the contractor is made.

12. **Marketing Committee Report:** The Wreath It Up bidding will close at open house on November 13. The 1st annual Cookie Walk will be held on December 3 with a goal of 60 dozen cookies to be sold for \$5.00 per tray. Other potential ideas were discussed for future fundraisers.
13. **Meetings and Training:**

Upcoming: Dawn and/or Shirley will be attending e-rate training on December 8. Shirley will be attending the Media Literacy for Youth training workshop on November 19 in Des Moines.

Recently Attended: Shirley attended ILA. Shirley and Dawn are both participating in the ALA/PLA Turning the Page Online Advocacy Training program. Shirley attended the ILA planning session on November 4. Kim attended the 2012 Summer Reading Program training session on October 25.
14. **Oral Presentations:** A newspaper ad was placed for a new trustee. It has also been placed on Facebook and on the Library's website. Board members were encouraged to think of potential individuals for the open position, keeping diversity in mind for a gender-balanced board. The library's Internet and phone service will be switched to Mediacom.
15. Barb's **motion to adjourn** was seconded by Angela and CARRIED at 6:26 pm

Next meeting Wed, December 14, 2011


Lynn Osterhaus, Secretary