

**James Kennedy Public Library
Board of Trustees
Minutes of the November 8, 2016 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, November 8, 2016, in the program room. Present: Lynn Osterhaus, Steve Werner, Mary Jane Meade, Mike Mullis, Joe Petsche, Barb Heitzman, Jolene Pitzenberger-Timp, Angela English, Library Director Shirley Vonderhaar and Assistant Director Dawn Schrandt, Absent: Pat Valant

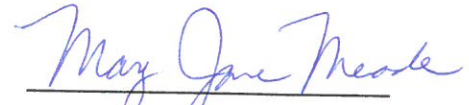
1. President Angela English called the meeting to order at 5:30 pm.
2. Agenda: Lynn MOVED "approval of the Agenda" which motion was seconded by Steve and CARRIED. Ayes: Osterhaus, Werner, Meade, Mullis, Petsche, Heitzman, Pitzenberger-Timp and English. Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: October 11, 2016
 - Correspondence & Communication
 - October Librarian's Report
 - Note: Mango Language use added to report
 - Bills:
 - o October Claims Report
 - o Library Claims for November
 - o October & November Credit Card Claims
 - Budget Reports
 - o October City Report
 - o October Library Report
 - Trust Account Reports
 - o October Bank Statement
 - o October Balance Report
 - o Trust Account Expenditure Report
 - o October Donations Form
 - Lynn Gibbs- \$25.00
 - Lisa Gaylor Retirement- \$295.00
 - Program Reports
 - o October Report on Programs and Attendance: Discussion on decrease in Story Time attendance. The Board suggested a survey of parents to explore other options.
 - o November Calendar of events

- o Schedule for upcoming programs
- Grant Report: Shirley reported on two recent grant applications: PLACE (Public Libraries Advancing Community Engagement) and Small Libraries Create Smart Spaces. Both should be announced in December.
- Friends of the Library Report: The Board extended their thanks to Friends of the Library for support in budget shortfall.

Jolene MOVED "approval of the consent items" which was seconded by Mike and CARRIED. Ayes: Osterhaus, Werner, Meade, Mullis, Petsche, Heitzman, Pitzenberger-Timp and English. Nays: None

4. Update on Evaluation of Library Director: Forms will be sent via email soon.
5. FY16 JKPL Annual Report: Draft shared with board. Notify Shirley of any corrections. Final version of the Annual Report will be disseminated to the City Council and Community on Monday, November 21.
6. Personnel Committee Report: No report.
7. Finance Committee Report: Committee shared the FY17 Revised Budget which incorporates the previously approved changes in the personnel budget.
8. Fundraising Committee Report: Committee meeting is scheduled for 11/13/16. Cookies needed for Cookie Walk by Friday, December 2. Board members are asked to donate 2 or more dozen to this fundraiser. Coloring Contest page submissions are due 11/13/16. Soup Supper planned for January.
9. Furnishings, Art & Facilities Committee Report: Countertops installation complete. Children's computer tables need refurbishing with more durable finish. Stall dividers in restrooms need replacing. Exterior door to Hoffman room needs repair due to rust. Exploring replacement of all light fixtures to LED. Touch up painting needed after all countertops installed.
10. Marketing Committee Report: No report
11. Policy Committee Report: No report

12. Strategic Planning Report: No report
13. Meetings and Training
 - Board training – Board viewed video concerning relationship between trustees and director. Main message was to respect boundaries.
 - Upcoming- Paul and Kim will attend summer reading workshop. Dawn will attend adult programming training through Dubuque County Library.
 - Recently Attended – Board requested report from attendees of ILA and ARSL.
14. Oral Presentations
15. Joe's motion to ADJOURN was seconded by Barb and CARRIED at 6:21 pm.



Mary Jane Meade