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**James Kennedy Public Library
Board of Trustees
Minutes of the May 10, 2022 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, May 10, 2022 in the Hoffman Room. Present: Sue Engelbrecht, Angela English, Marcus Ingles, Karen Kramer, Catherine O'Hea, Alex Wiezorek, Danielle Will, Library Director Shirley Vonderhaar, Assistant Library Director Dawn Schrandt, and City Councilmember Tom Westoff. Absent: Ray Kruse, Karen Tieskoetter.

1. Board President Karen Kramer called the meeting to order at 6:00 pm.
2. Consider approval of Agenda
 - o English MOVED "Approval of Agenda," and seconded by Ingles.
Ayes: Engelbrecht, English, Ingles, O'Hea, Kramer, Wiezorek, and Will
Nays: None
Motion CARRIED
3. Agenda Consent Calendar
 - o Correspondence and Communication
 - o Approve minutes of previous meeting: April 12, 2022 regular meeting and April 28, 2022 special meeting
 - o Approve April Librarian's report
 - o Approve bills:
 - May bills
 - Claims report for April
 - April and May credit card claims
 - o Budget reports
 - April city report
 - April library report
 - o Trust account reports
 - April bank statements
 - April balance report
 - Trust account expenditure report
 - April donations report
 - o Program reports
 - April report of programs and attendance
 - May schedule of events
 - Schedule for upcoming programs
 - o Grant report
 - DRA grand window is open from May 1 to May 20
 - o Friends of the Library report
 - Notes from meeting April 19, 2022
 - Bus trip: December 2, 2022
 - Next meeting: June 13, 2022
 - o JKPL Endowment report
 - Great Give Day is May 18, 2022

- o English MOVED "Approval of the consent items with amended minutes of April 12, 2022 regular meeting," seconded by Engelbrecht.
Ayes: Engelbrecht, English, Ingles, O'Hea, Kramer, Wiezorek, and Will
Nays: None
Motion CARRIED

4. Discussion of current library operations and services

5. Executive committee report

- o Discussion on expiration of terms for current board members
- o Executive committee to create list of potential applicants

6. Fundraising committee report

- o Notes from May discussions

7. Furnishings, Art, & Facilities committee report — no report

8. Personnel committee report

- o Notes from May discussions
- o Consider approval of JKPL job descriptions effective June 1, 2022
Ayes: Engelbrecht, English, Ingles, O'Hea, Kramer, Wiezorek, and Will
Nays: None
Motion CARRIED

- o Consider implementation of JKPL compensation plan, including placing employees on appropriate steps in the plan based on longevity and performance effective immediately
Ayes: Engelbrecht, English, Ingles, O'Hea, Kramer, Wiezorek, and Will
Nays: None
Motion CARRIED

9. Finance committee report

- o Consider approval of Revised JKPL hours of operation
- o Engelbrecht MOVED to remain open on Sundays year-round effective immediately, and reduce hours by two (closing at 3 pm) on Saturdays effective July 1, 2022, seconded by Will
Ayes: Engelbrecht, English, Ingles, O'Hea, Kramer, Wiezorek, and Will
Nays: None
Motion CARRIED

- o Consider approval of compensation adjustments for FY22
- o English MOVED to table, seconded by Ingles
Ayes: Engelbrecht, English, Ingles, O'Hea, Kramer, Wiezorek, and Will
Nays: None
Motion CARRIED

- o Consider approval of FY23 JKPL operating budget
- o English MOVED to table, seconded by O'Hea
Ayes: Engelbrecht, English, Ingles, O'Hea, Kramer, Wiezorek, and Will
Nays: None
Motion CARRIED

10. Marketing committee report — no report

11. Policy committee report — no report

12. Meetings and training

- City council attendance
 - June 6: Ingles
- Board training
- Upcoming
 - English to attend Public Libraries of Dubuque County Agency on May 12, 2022
- Recently attended

13. Oral presentations — none

14. Adjournment

Wiezorek MOVED to adjourn seconded by Engelbrecht. Meeting ADJOURNED by Kramer at 6:52 pm.



Danielle Will, Secretary