

**James Kennedy Public Library**  
**Board of Trustees**  
**Minutes of the December 13, 2022 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, December 13, 2022 in the Hoffman Room. Present: Kami Boffeli, Beth Gudenkauf, Sally Kelly, Ray Kruse, Catherine O’Hea, Alex Wiezorek, Danielle Will, Assistant Library Director Dawn Schrandt, and Library Director Shirley Vonderhaar. Absent: Sue Engelbrecht, Karen Kramer

1. Board President Catherine O’Hea called the meeting to order at 6:00 pm.
2. Consider approval of Agenda
  - o Kruse MOVED “Approval of Agenda,” seconded by Gudenkauf  
Ayes: Boffeli, Gudenkauf, Kruse, O’Hea, Wiezorek, and Will  
Nays: None  
Motion CARRIED
3. Agenda Consent Calendar
  - o Correspondence and Communication
  - o Approve minutes of previous meeting: November 8, 2022 regular meeting
  - o Approve November Librarian’s report
  - o Approve bills:
    - December bills
      - Addition: \$600 to Mobile Citizen for hotspots
    - Claims report for November
    - November and December credit card claims
  - o Budget reports
    - November city report
    - November library report
  - o Trust account reports
    - November bank statements
    - November balance report
    - Trust account expenditure report
    - November donations report
  - o Program reports
    - November report of programs and attendance
    - November WhoFi program overview
    - December schedule of events
    - Schedule for upcoming programs
  - o Grant report
  - o Friends of the Library report
  - o JKPL Endowment report
  - o Will MOVED “Approval of the consent items with the addition of the Mobile Citizen invoice,” seconded by Wiezorek.  
Ayes: Boffeli, Gudenkauf, Kelly, Kruse, O’Hea, Wiezorek, and Will  
Nays: None  
Motion CARRIED
4. Discussion of current library operations and services

5. Library Director evaluation: The personnel committee reported they had met with Shirley and the evaluation was discussed. It will be included in Shirley's personnel file.
6. Consider approval of Library Director request for payout of one (1) week of outstanding vacation time
  - Kruse MOVED "Approval of Library Director week of outstanding vacation time," seconded by Wiezorek. Ayes: Boffeli, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
  - Nays: None
  - Motion CARRIED
7. Executive committee report — no report
8. Fundraising committee report
  - o Notes from December 7, 2022 meeting
9. Furnishings, Art, & Facilities committee report — no report
10. Marketing committee report
  - o Notes from November 15, 2022 meeting
11. Personnel committee report
  - o Notes from electronic meeting in November
  - o Consider approval of JKPL Staff Compensation Plan
    - Recommendation and MOTION from the Personnel committee
    - Ayes: Boffeli, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  - o FY24 Personnel Budget recommendation
12. Finance committee report
  - o Notes from December 8, 2022 meeting
  - o Consider approval of FY2024 Library Operating Budget request
    - Recommendation and MOTION by the Finance committee for total expenditures of \$526,610.00
    - Ayes: Boffeli, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  - o Consider approval of FY2024 Library Trust Account Budget request
    - Recommendation and MOTION by the Finance committee for \$40,000.00
    - Ayes: Boffeli, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  - o Consider approval of FY2024 Library Capital Projects request
    - Recommendation and MOTION by the Finance committee for \$30,000.00
    - Ayes: Boffeli, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
13. Policy committee report
  - o Consider approval of revised Continuity of Operations Plan
    - Recommendation and MOTION by the Policy committee for revised plan

Ayes: Boffeli, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will  
Nays: None  
Motion CARRIED

- Consider approval of revised Conduct in the Library Policy  
Recommendation and MOTION by the Policy committee for revised plan  
Ayes: Boffeli, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will  
Nays: None  
Motion CARRIED

14. Strategic planning report — no report

15. Meetings and training

- City council attendance
  - January 3: O'Hea
- Upcoming
  - KEYS to Dementia Prevention course training
  - Iowa Libraries Online Conference January 26
- Recently attended
  - Sexual harassment training provided by the City of Dyersville – Shirley and Dawn attended
- Trustee training video: part IV
  - Tabled until next meeting

16. Oral presentations

- Fundraising brainstorm

17. Adjournment

Wiezorek MOVED to adjourn seconded by Kruse. Meeting ADJOURNED by O'Hea at 7:05 pm.



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Danielle Will, Secretary