

James Kennedy Public Library
Board of Trustees
Minutes of the August 9, 2023 Regular Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, August 9, 2023 in the Hoffman Room. Present: Kami Boffeli, Sue Engelbrecht, Sally Kelly, Karen Kramer, Catherine O’Hea, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Beth Gudenkauf, Ray Kruse.

1. Board President Catherine O’Hea called the meeting to order at 6:01 pm.

2. Consider approval of Agenda
Engelbrecht MOVED “Approval of Agenda” seconded by Kramer.
Ayes: Boffeli, Engelbrecht, Kelly, Kruse, O’Hea, Wiezorek, and Will.
Nays: None
Motion CARRIED

3. Agenda Consent Calendar
 - Correspondence and Communication
 - Approve minutes of previous meetings: July 12, 2023 special meeting and July 12, 2023 regular meeting
 - Approve July Librarian’s report
 - Approve bills:
 - August bills
 - Claims report for July
 - July and August credit card claims
 - Budget reports
 - July city report
 - July library report
 - Trust account reports
 - June bank statements
 - June balance report
 - FY23 trust account expenditure report
 - June donations
 - July bank statements — not yet received
 - July trust account reports will be shared at the September meeting
 - July balance report
 - FY24 trust account expenditure report
 - July donations
 - Program reports
 - July report of programs and attendance
 - July WhoFi program overview
 - August schedule of events
 - Schedule for upcoming programs
 - Grant report – no report
 - Friends of the Library report – no report
 - JKPL Endowment report
Kramer MOVED “Approval of Agenda consent” seconded by Wiezorek.
Ayes: Boffeli, Engelbrecht, Kelly, Kruse, O’Hea, Wiezorek, and Will.
Nays: None

Motion CARRIED

4. Discussion and possible action on library staff member step raise adjustment effective the first pay period of July 2023
 - Kramer MOVED "Approval step raise adjustment for Hermsen effective first pay period of July 2023" seconded by Wiezorek.
 - Ayes: Boffeli, Engelbrecht, Kelly, Kramer, O'Hea, Wiezorek, and Will.
 - Nays: None
 - Motion CARRIED
5. Committee appointments
6. Schedule for attendance of city council meetings
7. Executive committee report — no report
8. Finance committee report — no report
9. Fundraising committee report
 - o Notes from August 1, 2023 meeting
 - o FY23 fundraising financial report
 - o Preliminary calendar of fundraising events for FY24
10. Furnishings, Art, & Facilities committee report — no report
11. Marketing committee report — no report
12. Personnel committee report
 - o Staffing update
13. Policy committee report
 - o Consider approval of Library Holiday Hours for FY24
 - Kramer MOVED "Approval of proposed Library Holiday Hours for FY24 with closure on Saturday, December 23, 2023 and open on Tuesday, December 26, 2023" seconded by Engelbrecht.
 - Ayes: Boffeli, Engelbrecht, Kelly, Kramer, O'Hea, Wiezorek, and Will.
 - Nays: None
 - Motion CARRIED
14. Strategic planning report — no report
15. Meetings and training
 - o Upcoming
 - ARSL
 - ILA
 - Early bird rate ends prior to next board meeting
 - o Recently attended
 - Report from Will and City Councilman Tom Westoff on August 7, 2023 council meeting
16. Oral presentations
17. Adjournment
 - o Engelbrecht MOVED to adjourn seconded by Wiezorek. Meeting ADJOURNED by O'Hea at 6:43 pm.



Danielle Will, Secretary