

James Kennedy Public Library
Board of Trustees
Minutes of the September 13, 2023 Regular Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, September 13, 2023 in the Hoffman Room. Present: Beth Gudenkauf, Sally Kelly, Ray Kruse, Catherine O'Hea, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Kami Boffeli, Sue Engelbrecht.

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

2. Consider approval of Agenda
 - Kruse MOVED "Approval of Agenda" seconded by Wiezorek.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED

3. Agenda Consent Calendar
 - Correspondence and Communication –
 - A resignation letter, effective September 1, 2023, was received from Karen Kramer.
 - Approve minutes of previous meeting: August 9, 2023 regular meeting
 - Approve August Librarian's report
 - Approve bills:
 - September bills
 - Claims report for August
 - August and September credit card claims
 - Budget reports
 - August city report
 - August library report
 - Trust account reports
 - July bank statements
 - July balance report
 - July donations
 - August bank statements
 - August balance report
 - FY24 trust account expenditure report
 - August donations
 - Program reports
 - August report of programs and attendance
 - August WhoFi program overview
 - Children's Summer Reading Program final report
 - Young Adult Summer Library Program final report
 - September schedule of events
 - Schedule for upcoming programs
 - Grant report
 - Friends of the Library report
 - \$705 earned from book sale
 - ~\$1,500 from bus trip

- Next meeting: Nov 13
- JKPL Endowment report
 - Gudenkauf MOVED "Approval of Agenda consent" seconded by Wiezorek.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED

- 4. Discussion and possible action on setting the day and time for the regular monthly meeting of the Board of Trustees of the James Kennedy Public Library
 - Wiezorek MOVED to keep meetings on the second Wednesday of the month at 6:00 pm, seconded by Gudenkauf.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED

- 5. Executive committee report — no report

- 6. Finance committee report
 - Consider approval of FY24 budget allocation
 - The committee recommends allowing the Library Director to use the funds as indicated without further approval from the board. Since coming from committee, the motion does not need a second.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED

- 7. Fundraising committee report
 - Notes from September 5, 2023 committee meeting
 - There is a vacancy on the committee with Karen Kramer's resignation

- 8. Furnishings, Art, & Facilities committee report
 - Lease agreement for multipurpose copier, printer, fax machines for city hall, police department and library
 - Proposal going to the City Council this month for a 60-month lease

- 9. Marketing committee report
 - Notes from August 30, 2023 committee meeting

- 10. Personnel committee report
 - Updated organizational chart

- 11. Policy committee report
 - Consider approval of revised Collection Development Policy
 - The committee recommends the revisions proposed to the Collection Development Policy. No second needed since motion comes from committee.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED

12. Strategic planning report

- Status of objectives of current Strategic Plan
- Discussion and possible action on process to review and update Strategic Plan
 - The consensus of the group was to proceed with formally updating the plan in January or February 2024 utilizing a process facilitated by Becky Heil.

13. Meetings and training

- Upcoming
 - ARSL
 - Library Director Shirley Vonderhaar attending in Wichita next week
 - ILA
 - Kelly, O’Hea, Wiezorek, and Will attending
 - Assistant Library Director Dawn Schrandt, Young Adult Librarian Paul Zurowski, Children’s Librarian Christa Palm, and Clerk Brian Alm attending as well
- Recently attended
 - Discussion from Dubuque County agency meeting on September 7, 2023.

14. Oral presentations

15. Adjournment

- Wiezorek MOVED to adjourn seconded by Will. Meeting ADJOURNED by O’Hea at 7:24 pm.



Danielle Will, Secretary