

**James Kennedy Public Library
Board of Trustees
Minutes of the November 8, 2023 Regular Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, November 8, 2023 in the Genealogy Room. Present: Kami Boffeli, Beth Gudenkauf, Ray Kruse, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Sue Engelbrecht, Sally Kelly, Catherine O'Hea.

1. Board Vice President Alex Wiezorek called the meeting to order at 6:02 pm.

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

3. Agenda Consent Calendar
 - Correspondence and Communication
 - Approve minutes of previous meeting: October 11, 2023 regular meeting
 - Approve October Librarian's report
 - Approve bills
 - November bills
 - Claims report for October
 - October and November credit card claims
 - Budget reports
 - October city report
 - October library report
 - Trust account reports
 - October bank statements
 - October balance report
 - Trust account expenditure report
 - October donations
 - Program reports
 - October report of programs and attendance
 - October WhoFi program overview
 - November schedule of events
 - Schedule for upcoming programs
 - Grant report
 - Friends of the Library report
 - JKPL Endowment report
 - Boffeli MOVED "Approval of Agenda Consent" seconded by Gudenkauf.
 - Ayes: Boffeli, Gudenkauf, Kruse, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED

4. Update on Library Director evaluation

5. JKPL - FY23 Iowa Public Library General Information survey

6. Consider approval of FY23 JKPL Annual Report

Gudenkauf MOVED to approve the FY23 JKPL Annual Report, seconded by Kruse.

Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, Wiezorek, and Will

Nays: None

Motion CARRIED

7. Executive committee report — no report

8. Finance committee report

- Consider approval of revised JKPL fees

Kruse MOVED to approve the revised JKPL fees, seconded by Will.

Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, Wiezorek, and Will

Nays: None

Motion CARRIED

- JKPL FY23 year-end city and library reports – no update available

9. Fundraising committee report

- Notes from October 24, 2023 committee meeting

10. Furnishings, Art, & Facilities committee report

- Copier replacement update

11. Marketing committee report

- Notes from October 30, 2023 committee meeting

12. Personnel committee report — no report

13. Policy committee report

- Consider approval of revised Programs Policy

MOTION came from committee, so no second needed.

Ayes: Boffeli, Gudenkauf, Kruse, Wiezorek, and Will

Nays: None

Motion CARRIED

- Consider approval of Statement of Concern form

MOTION came from committee, so no second needed.

Ayes: Boffeli, Gudenkauf, Kruse, Wiezorek, and Will

Nays: None

Motion CARRIED

- Consider approval of revised Inclement Weather policy

MOTION came from committee, so no second needed.

Ayes: Boffeli, Gudenkauf, Kruse, Wiezorek, and Will

Nays: None

Motion CARRIED

- Distribution of revised Constitution and Bylaws

14. Strategic planning report

- Discussion and possible approval on procedure to update plan – Plan proposed by Shirley and Becky was discussed. Details on who to include and timeline will be finalized at next meeting.

15. Meetings and trainings

- City Council
 - Dec 4: Gudenkauf
- Upcoming
- Recently attended
 - ILA
 - O’Hea, Wiezorek, and Will attended
 - Assistant Library Director Dawn Schrandt, Young Adult Librarian Paul Zurowski, Children’s Librarian Christa Palm, and Clerk Brian Alm attended

16. Oral presentations

17. Adjournment

- Kruse MOVED to adjourn seconded by Gudenkauf. Meeting ADJOURNED by Wiezorek at 7:20 pm.



Danielle Will, Secretary