

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

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

1. Board President O’Hea called the meeting to order at 6:01 pm.
  
2. Consider approval of Agenda
  - Kelly MOVED “Approval of Agenda” seconded by Wiezorek.
  - Ayes: Boffeli, Kelly, O’Hea, Wiezorek, and Will
  - Nays: None
  - Motion CARRIED
  
3. Agenda Consent Calendar
  - Correspondence and Communication
    - Card from the Abbe Center
  - Approve minutes of previous meeting: November 8, 2023 regular meeting
  - Approve November Librarian’s report
  - Approve bills
    - December bills
    - Claims report for November
    - November and December credit card claims
  - Budget reports
    - November city report
    - November library report
  - Trust account reports
    - November bank statements
    - November balance report
    - Trust account expenditure report
    - November donations
  - Program reports
    - November report of programs and attendance
    - November WhoFi program overview
    - December schedule of events
    - Schedule for upcoming programs
  - Grant report
  - Friends of the Library report
  - JKPL Endowment report
    - Wiezorek MOVED “Approval of Agenda Consent” seconded by Kelly.
    - Ayes: Boffeli, Kelly, O’Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  
4. Library Director evaluation
  - Will complete before next board meeting

5. Consider approval of Library Director request for payout of one (1) week of outstanding vacation time
  - Will MOVED to approve Library Director request for payout of one (1) week of outstanding vacation time, seconded by Wiezorek.
  - Ayes: Boffeli, Kelly, O’Hea, Wiezorek, and Will
  - Nays: None
  - Motion CARRIED
6. Executive committee report — no report
7. Finance committee report
  - o JKPL FY23 Year-End City and Library Reports – no update
8. Fundraising committee report
  - o Notes from December email committee discussion
9. Furnishings, Art, & Facilities committee report
  - o Update on projects and priorities
10. Marketing committee report — no report
11. Personnel committee report — no report
12. Policy committee report
  - o Consider approval of Revised Constitution and Bylaws
    - Committee MOVED to approve Revised Constitution and Bylaws moving board meetings to Wednesdays, no second needed.
    - Ayes: Boffeli, Kelly, O’Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
13. Strategic planning report
  - o Review process to update plan and appointment of committee
    - O’Hea appointed Will and Boffeli
14. Meetings and trainings
  - o City Council
    - Jan 2: Kruse
  - o Upcoming
    - Jan 25: ILOC
  - o Recently attended
15. Oral presentations
16. Adjournment
  - o Will MOVED to adjourn seconded by Kelly. Meeting ADJOURNED by O’Hea at 7:13 pm.

  

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Danielle Will, Secretary