

**James Kennedy Public Library**  
**Board of Trustees**  
**Minutes of the January 10, 2024 Regular Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, January 10, 2024, in the JKPL Hoffman Room. Present: Kami Boffeli, Sue Engelbrecht, Beth Gudenkauf, Sally Kelly, Ray Kruse, Catherine O’Hea, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: none.

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

2. Consider approval of Agenda

Kruse MOVED “Approval of Agenda” seconded by Gudenkauf.

Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O’Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

3. Agenda Consent Calendar

- Correspondence and Communication
- Approve minutes of previous meeting: December 13, 2023 regular meeting
- Approve December Librarian’s report
- Approve bills
  - January bills
  - Claims report for December
  - December and January credit card claims
- Budget reports
  - December city report
  - December library report
- Trust account reports
  - December bank statements
  - December balance report
  - Trust account expenditure report
  - December donations
- Program reports
  - December report of programs and attendance
  - December WhoFi program overview
  - January schedule of events
  - Schedule for upcoming programs
- Grant report
- Friends of the Library report
- JKPL Endowment report
- Quarterly contract use reports
  - Statistics by city/residence area
  - Statistics by contract/service area

Gudenkauf MOVED “Approval of Agenda Consent” seconded by Kruse.

Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O’Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

4. Library Director evaluation
  - o Gudenkauf reported on the results of the evaluations provided by each Board member and her meeting with Shirley.
  - o Gudenkauf, O'Hea and Shirley signed the official review and it will be placed in Shirley's personnel file.
5. Executive committee report — no report
6. Fundraising committee report
  - o Notes January 3, 2024 meeting
7. Furnishings, Art, & Facilities committee report
  - o Update on projects and priorities
8. Marketing committee report — no report
9. Personnel committee report
  - o Notes from electronic meeting in January
  - o FY25 personnel budget recommendation
10. Finance committee report
  - o Notes from January 8, 2024 meeting
  - o JKPL FY23 year-end city and library reports
  - o Consider Approval of FY25 Library Operating budget request
    - Committee MOVED to approve the FY25 Operating budget request of \$552,945.00, no second needed.
    - Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  - o Consider Approval of FY25 Library Trust account budget request
    - Committee MOVED to approve the FY25 Trust account budget request of \$40,000.00, no second needed.
    - Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  - o Consider Approval of FY25 Library Capital Projects request
    - Committee MOVED to approve the FY25 Capital projects request of \$30,000.00, no second needed.
    - Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
11. Policy committee report — no report

12. Strategic planning report

- Update from ad hoc committee

13. Meetings and trainings

- City Council
  - Feb 5: Boffeli
- Upcoming
  - Jan 25: ILOC
- Recently attended
- O'Hea declared next regular board meeting to be at 6:00 pm on Tuesday, Feb 13

14. Oral presentations

15. Adjournment

- Gudenkauf MOVED to adjourn seconded by Kelly. Meeting ADJOURNED by O'Hea at 7:24 pm.



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Danielle Will, Secretary