

James Kennedy Public Library
Board of Trustees
Minutes of the October 16, 2024 Regular Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, October 16, 2024 in the Genealogy Room. Present: Catherine O’Hea, Danelle Schroeder, Monika Steffen, Beth Gudenkauf, Alycia Willenbring, Sally Kelly, Beth Derr and Library Director Shirley Vonderhaar. Absent: Alex Wiezorek and Melissa Kane.

1. Board Vice President Catherine O’Hea called the meeting to order at 6:00 pm.
2. Welcome new Board Member – Alycia Willenbring
3. Consider Approval of Agenda

Steffen MOVED “Approval of Agenda”, seconded by Gudenkauf.
Ayes: O’Hea, Schroeder, Steffen, Gudenkauf, Willenbring, Kelly, Derr
Nays: None
Motion CARRIED

4. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meeting: September 9, 2024 Regular Meeting
 - Approve September Librarian’s Report
 - Approve Bills:
 - October Bills
 - Claims Report for September
 - September & October Credit Card Claims
 - Budget Reports
 - September City Report
 - September Library Report
 - Trust Account Reports
 - September Bank Statements
 - September Balance Report
 - Trust Account Expenditure Report
 - September Donations
 - Program Reports
 - September Report of Programs and Attendance
 - September WhoFi Program Overview
 - October Schedule of Events
 - Schedule for Upcoming Programs
 - Summer Library Program Reports: Children, Teen and Adult
 - Quarterly Contract Use Reports
 - Statistics by City / Residence Area
 - Statistics by Contract / Service Area
 - Grant Report

- Friends of the Library Report
- JKPL Endowment Report

Steffen MOVED "Approval of Agenda Consent Calendar", seconded by Willenbring.

Ayes: O'Hea, Schroeder, Steffen, Gudenkauf, Willenbring, Kelly, Derr
Nays: None

Motion CARRIED

5. Discussion and possible action on changing the day for the regular monthly meeting of the Board of Trustees

Gudenkauf MOVED to "change monthly meetings of the Board of Trustees to the second Tuesday of each month at 6pm", seconded by Schroeder.

Ayes: O'Hea, Schroeder, Steffen, Gudenkauf, Willenbring, Kelly, Derr
Nays: None

Motion CARRIED

6. Appointment of Committee to Evaluate Library Director – Vice President O'Hea appointed the Personnel Committee to oversee the evaluation process.

7. JKPL - FY24 Iowa Public Library General Information Survey – Shirley shared this document with the Board. She is planning a final review and then will submit it to the State Library.

8. Executive Committee Report – no report

9. Finance Committee Report

- Consider approval of FY25 Trust Account allocations – The Finance Committee reviewed this document via email. It is a proposed breakdown of using the Trust Account funds to manage the GF budget shortfall for FY25.

Motion from committee to approve the FY24 Trust account allocations as presented. No second needed since motion came from committee.

Ayes: O'Hea, Schroeder, Steffen, Gudenkauf, Willenbring, Kelly, Derr

Nays: None

Motion CARRIED

10. Fundraising & Marketing Committee Report

- Report from October 2, 2024 Committee Meeting

11. Furnishings, Art & Facilities Committee Report – no report

12. Personnel Committee Report – no report
13. Policy Committee Report
 - Consider approval of Pop-up Library and Book Bike Policy

Motion from committee to approve the Pop-up Library and Book Bike Policy as presented. No second needed since motion came from committee.

Ayes: O’Hea, Schroeder, Steffen, Gudenkauf, Willenbring, Kelly, Derr

Nays: None

Motion CARRIED
14. Strategic Planning Report – no report
15. Meetings and Training
 - Upcoming – Shirley is attending a Space Planning Workshop in October.
 - Recently Attended – Shirley attended the ARSL Conference. Sessions that were most relevant were Libraries are for Everyone (designing library spaces to be inclusive), Doing Less with Less (scaling services to the budget you have), and Cardholder Signup Policies (reviewing and revising policies and procedures to remove barriers). Shirley also attended the Iowa Learning Circuit on using AI in Libraries.
16. Oral Presentations
17. Adjournment

Gudenkauf MOVED to adjourn seconded by Steffen. Meeting ADJOURNED by O’Hea at 7:03 pm.


Beth Gudenkauf, Secretary