

James Kennedy Public Library
Board of Trustees
Minutes of the May 19, 2020 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, May 19, 2020 electronically. With Iowa cases of novel coronavirus, Covid-19, the JKPL Board Meeting was held via Zoom as it was impossible to hold an in-person meeting in the JKPL Program Room. The electronic meeting protected the appointed officials, city staff and the public from the possible spread of the virus. JKPL Board members attended the electronic meeting offsite, while the Board President and Library Director attended from within the library facility. Present: Karen Tieskoetter, Mary Jane Meade, Angela English, Pat Valant, Catherine O’Hea, Mike Mullis, Joe Petsche, Karen Kramer, Sue Engelbrecht and Library Director Shirley Vonderhaar.

1. President Mary Jane Meade called the meeting to order at 7:01 P.M.
2. Agenda: Angela English MOVED “approval of the Agenda” which motion was seconded by Karen Kramer and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, O’Hea, Petsche, Kramer, and Engelbrecht. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication
 - Note from the family of Robert Brueckner
 - Letter from Miriam regarding lost items
 - Minutes of Previous Meeting: March 10, 2020
 - Statement regarding not meeting in April due to COVID-19 Restrictions
 - March Librarian’s Report
 - April Librarian’s Report
 - Bills
 - April Bills Submitted – paid by city 4/20/20
 - May Bills
 - Claims Report for March
 - Claims Report for April
 - March, April, and May Credit Card Claims
 - Budget Reports
 - March City Report
 - April City Report
 - April Library Report
 - Trust Account Reports
 - March Bank Statements
 - March Balance Report
 - April Bank Statement
 - April Balance Report
 - Trust Account Expenditure Report

- March and April Donations Form
 - Candy/Snack Sales - \$120.00
 - Love My Library Fundraiser - \$1561.00
 - JKPL Staff - \$20.00
 - Coloring Books - \$25.00
 - Brandon Davis - \$100.00
 - Dave Buchheit/Country Junction STEM Fundraiser - \$500.00
 - Lisa Gaylor & Miriam Eick - \$45.00
 - Gretchen & Tye Starr; Rob & Leslie Brueckner - \$400.00
 - Yard Sign Fundraiser - \$20.00
 - Deanne Lammers - \$5.00
- Program Reports
 - March Report on Programs and Attendance
 - April Report on Programs and Attendance
 - May 11-18, 2020 Schedule of Events
 - Schedule for upcoming programs
- Grant Report
 - DRA Grant announcement has been postponed.
 - Deadline for HRDP Grant for digitizing Commercial has been extended.
- Friends of the Library Report
 - Friends have agreed to pay for virtual summer library programming instead of presentations they previously approved.
 - Approved a \$5000 match for the HRDP grant application.
- JKPL Endowment Report
 - Fund Activity Statement for March 2020
 - Great Give Day Results

Angela English MOVED “approval of the consent items” which was seconded by Mike Mullis and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, O’Hea, Petsche, Kramer, and Engelbrecht. Nays: None.

4. Discussion of Current Library Operations and Services
5. JKPL Continuity Operations Plan
 - After Board discussion English MOVED to “approve the JKPL Continuity of Operations Plan.” Second by Karen Kramer and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, O’Hea, Petsche, Kramer, and Engelbrecht. Nays: None.
6. JKPL Interim Service/Reopening Plan
 - After Board discussion English MOVED to “approve the JKPL Interim Service/Reopening Plan.” Second by Valant and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, O’Hea, Petsche, Kramer, and Engelbrecht. Nays: None.
7. Discussion of Potential Vacancies on JKPL Board of Trustees

- Board Members with terms ending, please contact Shirley to inform her of your intentions going forward.
8. Executive Committee Report: None
 9. Finance Committee Report: None
 10. Fundraising Committee Report
 - Build-a-Basket Fundraiser was extended and moved online. Auction closed May 17th.
 - STEM Night Fundraiser at Country Junction in March was successful and Dave Buchheit gave a \$500.00 donation.
 - Wine and Beer Tasting was cancelled.
 - Plant Sale Fundraiser was held at former Kramer Funeral Home and facilitated by Karen Kramer on May 16th. Karen indicated a positive turn out considering the current climate.
 11. Furnishings, Art & Facilities Committee Report: None
 12. Marketing Committee Report: None
 13. Personnel Committee Report: None
 14. Policy Committee Report: None
 15. Strategic Planning Report: None
 16. Meetings and Training
 - New Catalog Training received in April for all staff via Zoom.
 - Shirley has been participating in several webinars associated with the COVID-19 situation.
 17. Oral Presentations: None
 18. MOTION by Engelbrecht to Adjourn at 8:08 PM. Second by Valant and CARRIED.
Ayes: Tieskoetter, English, Valant, Meade, Mullis, O'Hea, Petsche, Kramer, and Engelbrecht. Nays: None.



Catherine O'Hea