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**James Kennedy Public Library
Board of Trustees
Minutes of the June 9, 2020 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, June 9, 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 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, Pat Valant, Catherine O’Hea, Karen Kramer, Sue Engelbrecht and Library Director Shirley Vonderhaar. Absent: Angela English, Mike Mullis, and Joe Petsche.

1. President Mary Jane Meade called the meeting to order at 7:11 P.M.
2. Agenda: Sue Engelbrecht MOVED “approval of the Agenda” which motion was seconded by Catherine O’Hea and CARRIED. Ayes: Tieskoetter, Valant, Meade, O’Hea, Kramer, and Engelbrecht. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication
 - Letters of Resignation from Board members Valant, Mullis, and Petsche were accepted with regret.
 - Minutes of Previous Meeting: May 12, 2020
 - May Librarian’s Report
 - Bills
 - June Bills: Some invoices for FY20 are yet to be received and will be approved at a special City Council meeting on June 29. The JKPL Executive Committee will review/approve any additional invoices received and the Board as a whole will review them at the July Board meeting
 - Claims Report for May
 - May & June Credit Card Claims
 - Budget Reports
 - May City Report
 - May Library Report
 - Trust Account Reports
 - May Bank Statements
 - May Balance Report
 - Trust Account Expenditure Report
 - May Donations Form
 - Candy/Snack Sales - \$28.00
 - Plant Sale Fundraiser - \$175.00

- Build-a-Basket Fundraiser – \$1366.00
 - Jean Mueller - \$10.00
- Program Reports
 - May Report on Programs and Attendance
 - June 2-12, 2020 Schedule of Events
 - Schedule for upcoming programs
- Grant Report
 - HRDP grant application has been submitted for Dyersville Mercury and Commercial microfilming and digitizing to the State Historical Society. Friends of the Library agreed to match \$5000, Bob Woodward will contribute \$500, and a match of \$2500 will be included from the JKPL trust account to meet the 2:1 match requirement.
- Friends of the Library Report: None
- JKPL Endowment Report
 - Fund Activity Statement for April 2020

Karen Kramer MOVED “approval of the consent items including authorizing the executive committee to approve any additional bills arriving in June” which was seconded by Pat Valant and CARRIED. Ayes: Tieskoetter, Valant, Meade, O’Hea, Kramer, and Engelbrecht. Nays: None.

4. Discussion of Current Library Operations and Services
 - Library opened by appointment only on June 3rd. Curbside services are still available.
5. Consider approval of JKPL Interim Service/Reopening Plan (Updated)
 - Due to the Covid-19 pandemic and concerns for public and staff health, the JKPL Board has implemented a staged reopening plan, taking into account state, local and CDC guidelines. The JKPL is currently in Stage 2 of this plan which includes curbside service and being open to the public on an appointment basis only, ensuring a capacity of less than 50%. Stage 3 in reopening will be discussed at the July JKPL Board meeting and will only be implemented after 14 consecutive days with no new cases in Dubuque or Delaware Counties. The Board also discussed stepping services back if there is a resurgence of cases locally. After Board discussion Valant MOTIONED to “approve the JKPL Interim Service/Reopening Plan (Updated) incorporating the decision regarding when to implement Stage 3 and the potential of stepping back services.” Second by Kramer and CARRIED. Ayes: Tieskoetter, Valant, Meade, O’Hea, Kramer, and Engelbrecht. Nays: None.
6. Discussion of Vacancies on JKPL Board of Trustees
 - As of July 1, 2020 there will be 3 vacancies on the Board of Trustees. Vacancies will be posted on the library website, in the library, and on social media. Letters

will also be sent out by the executive committee to recruit prospective board members.

7. Consider approval of library wages and salaries effective July 1, 2020
 - After Board discussion Englebrecht MOTIONED to “approve 2% COLA for all library staff, effective July 1, 2020.” Second by Valant and CARRIED. Ayes: Tieskoetter, Valant, Meade, O’Hea, Kramer, and Engelbrecht. Nays: None.
8. Consider rescheduling date for July regular board meeting – The Board will plan to meet in July at their regular meeting date and time
9. Executive Committee Report: None
10. Finance Committee Report: None
11. Fundraising Committee Report: None
12. Furnishings, Art & Facilities Committee Report
 - Annual sprinkler inspection came back with deficiencies. The a/c unit in the server room was also not working due to a bad blower. Both items are being addressed in June.
13. Marketing Committee Report: None
14. Personnel Committee Report: None
15. Policy Committee Report: None
16. Strategic Planning Report: None
17. Meetings and Training
 - Annual ARSL meeting will be held virtually. More staff will have the opportunity to participate since the costs are anticipated to be much lower with the alternative format.
18. Oral Presentations: None
19. MOTION by Kramer to Adjourn at 8:22 PM. Second by Engelbrecht and CARRIED. Ayes: Tieskoetter, Valant, Meade, O’Hea, Kramer, and Engelbrecht. Nays: None.



Catherine O’Hea