

James Kennedy Public Library
Board of Trustees
Minutes of the July 14, 2020 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, July 14, 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, Sue Engelbrecht, Catherine O'Hea, Karen Kramer, Angela English, and Library Director Shirley Vonderhaar. Absent: None

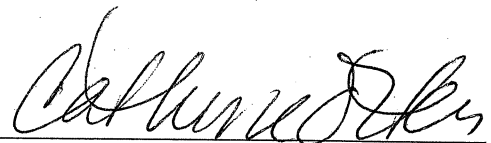
1. President Mary Jane Meade called the meeting to order at 7:07 P.M.
2. Agenda: O'Hea MOVED "approval of the Agenda" which motion was seconded by Kramer and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O'Hea, Kramer, and English. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication: None
 - Minutes of Previous Meeting: June 9, 2020
 - June Librarian's Report
 - Bills
 - June Bills (final for FY20) submitted June 29, 2020
 - July Bills
 - Claims Report for June
 - June & July Credit Card Claims
 - Budget Reports
 - June City Report
 - June Library Report
 - July Library Report
 - Trust Account Reports
 - June Bank Statements
 - June Balance Report
 - Trust Account Expenditure Report
 - June Donations Form
 - Candy/Snack Sales - \$13.00
 - Plant Sale Fundraiser - \$50.00
 - Build-a-Basket Fundraiser - \$97.00
 - Yard Sign Sales Fundraiser - \$10.00
 - Joyce Bries (adopt-a-book) - \$14.56
 - Program Reports
 - June Report on Programs and Attendance
 - July Schedule of Events

- Schedule for upcoming programs
- Grant Report
 - DRA has postponed grant announcements until October
 - HRDP (Historical Resource Development Program) Grant from the State Historical Society of Iowa for \$15,232.00 was awarded for microfilming and digitizing Dyersville area newspapers.
- Friends of the Library Report: None
- JKPL Endowment Report
 - Fund/Gift Activity Statement

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

4. Discussion of Current Library Operations and Services
 - Library has been operating as appointment only and curbside services.
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, considering state, local, and CDC guidelines. The JKPL is currently in Stage 2 of this plan which included curbside service and being open to the public on an appointment only basis, ensuring a capacity of less than 50%. Stage 3 in reopening was discussed and due to an increase in local cases the library will remain in Stage 2. Some adjustments were made so that patrons may ring a doorbell and if capacity is under 50%, they will be allowed to enter the library following the same guidelines as appointment holders. The board discussed allowing patrons to use periodicals without quarantining the item after each use due high demand. Signs will be posted to indicate use is at their own risk. Last, the board added a Staff section to include protocols if staff becomes ill or is exposed to someone who tested positive for Covid-19. English MOTIONED to “approve the JKPL Interim Service/Reopening Plan (Updated) incorporating the decision regarding patron entry and staffing protocols.” Second by Engelbrecht and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
6. Discussion of vacancies on the JKPL Board of Trustees
 - The executive committee sent out 11 letter and three emails. To date, four responses have been received with two expressing interest and two declining.
7. Consider approval of Library Holiday Hours for FY21
 - Following Board discussion Kramer MOVED “approval of library holiday hours for FY21” which was seconded by Engelbrecht and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
8. Discussion and possible action on the Urban Libraries Council’s Statement on Race and Social Equity and the PLA Call on Library Workers to Address Racism
 - Referred to Ad Hoc Committee composed of Engelbrecht, O’Hea and Meade.
9. Executive Committee Report

- Committee met electronically to work on board member recruitment. Some candidates were identified, and letters were sent out encouraging Board applications.
10. Finance Committee Report: None.
11. Fundraising Committee Report
- Build-a-Basket Fundraiser raised \$1463 from 44 baskets.
 - Wine and Beer Tasting has been cancelled.
 - Plant Sale Fundraiser raised \$225 to date.
 - Other fundraising plans are currently on hold due to the COVID-19 uncertainty.
12. Furnishings, Art & Facilities Committee Report: None
13. Marketing Committee Report: None
14. Personnel Committee Report
- Committee will reach out to the city to request the library be included in the city wage study.
 - MOTION from the committee to “approve revised JKPL Employee Pay Rates and Ranges reflecting the approved 2% COLA for all library staff.” No second needed as it came from committed and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
15. Finance Committee Report
16. Policy Committee Report
- After board discussion English MOVED to “approve updated JKPL Trustee Job Description.” Second by Meade and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
17. Strategic Planning Report
- All planning has been postponed due to Covid-19.
18. Meetings and Training
- ARSL Conference will be held virtually and most librarians will be able to attend.
 - ILA will also be virtual. More details to come.
19. Oral Presentations: None
20. Kramer MOVED to adjourn the meeting and seconded by Engelbrecht. Meeting ADJOURNED at 8:33 P.M.



Catherine O’Hea