

**James Kennedy Public Library  
Board of Trustees  
Minutes of the August 11, 2020 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, August 11, 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: Mary Jane Meade, Sue Engelbrecht, Catherine O’Hea, Karen Kramer, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Angela English and Karen Tieskoetter.

1. President Mary Jane Meade called the meeting to order at 7:06 P.M.
2. Agenda: Engelbrecht MOVED “approval of the Agenda” which motion was seconded by Kramer and CARRIED. Ayes: Meade, Engelbrecht, O’Hea, Kramer, and Will. Nays: None.
3. Welcome new member and introductions
  - Danielle Will has been appointed as a trustee to the JKPL Board
4. Agenda Consent Calendar
  - Correspondence & Communication: None
  - Minutes of Previous Meeting: July 14, 2020 Special Meeting and July 14, 2020 Regular Monthly Meeting
  - July Librarian’s Report
  - Bills
    - July Claims Report
    - Library Claims for August
    - July/August Credit Card Claims
  - Budget Reports
    - June City Report (FY20 Year End)
    - June Library Report (FY20 Year End)
    - July City Report
    - July Library Report
  - Trust Account Reports
    - July Bank Statements
    - July Balance Report
    - Trust Account Expenditure Report
    - July Donations Form
      - Candy/Snack Sales - \$2.00
      - David and Joan Elenz - \$50.00
      - Friends of the JKPL - \$763.42
      - Brenda Ingles - \$200.00

- Program Reports
  - July Report on Programs and Attendance
  - August Schedule of Events
  - Schedule for upcoming programs
- Grant Report
  - Library is considering applying for a DACF grant for creating a permanent Story Walk on the Dyersville walking trails.
- Friends of the Library Report
  - Met on Thursday, July 16
  - Guys and Dolls bus trip is cancelled
  - Summer Book sale was not held. Considering a “Books to Go” used books sale as an alternative.
  - Discussed Financials and Membership numbers
  - Approved sponsorship of three adult program requests submitted by Dawn
  - Membership Drive will be held in January
- JKPL Endowment Report
  - Fund/Gift Activity Statement

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

5. Discussion of Current Library Operations and Services
  - Library will continue operating with appointment only and curbside services. Walk Ins may be permitted if capacity allows.
6. 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%. Updates were discussed to define when the library may move back to Stage 0 or a Stage 1. The JKPL will revert to Stage 0 or Stage 1 services upon learning that a Covid positive person was within the library premises while considered contagious, based on guidance provided by the Dubuque County Health Department. The decision to move to less restrictive stages will be made when it is considered safe to do so, following city, county, local and/or federal (CDC) guidelines. O’Hea MOTIONED to “approve the JKPL Interim Service/Reopening Plan (Updated) incorporating the decision regarding Stage 0 and Stage 1 services and adding in the proposed plan for Stage 3 services.” Second by Engelbrecht and CARRIED. Ayes: Meade, Engelbrecht, O’Hea, Kramer, and Will. Nays: None.
7. Discussion of vacancies on the JKPL Board of Trustees
8. Discussion and possible action on the recommendation from the Ad Hoc Committee regarding race, diversity and inclusion

- After discussion the Ad Hoc Committee MOTIONED “to affirm and sign onto the the Urban Libraries Council’s Statement on Race and Equity, to affirm the ILA Statement on Racism and Injustice, to approve the proposed statement from JKPL to be posted.” No second needed as the motion came from committee. Motion CARRIED. Ayes: Meade, Engelbrecht, O’Hea, Kramer, and Will. Nays: None.
9. Committee Appointments
  10. Schedule for attendance of City Council Meetings
    - Postponed until meetings return to in person
  11. Executive Committee Report: None.
  12. Finance Committee Report: None.
  13. Fundraising Committee Report
    - Several fundraisers have been postponed due to Covid
    - Chair-ity Event will continue as a hybrid virtual / in person event similar to Build-a-Basket
    - Funds raised from FY20 and FY21 will continue to be used for special collections, services and projects with a focus on remote learning.
  14. Furnishings, Art & Facilities Committee Report: None
  15. Marketing Committee Report: None
  16. Personnel Committee Report: None
  17. Policy Committee Report: None
  18. Strategic Planning Report: None
  19. Meetings and Training
    - Let Shirley know if anyone is interested in participating in the ARSL Conference.
  20. Oral Presentations: None
  21. Kramer MOVED to adjourn the meeting and seconded by Englebrecht. Meeting ADJOURNED at 8:15 P.M.

  
Catherine O’Hea