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**James Kennedy Public Library
Board of Trustees
Minutes of the October 13, 2020 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, October 13, 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, with the Board President and Library Director attending from within the library facility. Present: Mary Jane Meade, Karen Kramer, Catherine O'Hea, Sue Engelbrecht, Angela English, Danielle Will, Karen Tieskoetter, Ray Kruse, and Library Director Shirley Vonderhaar. Absent: None.

1. President Mary Jane Meade called the meeting to order at 7:02 P.M.
2. Agenda: Engelbrecht MOVED "approval of the Agenda" which motion was seconded by English and CARRIED. Ayes: Meade, Kramer, O'Hea, Engelbrecht, English, Will, Tieskoetter, Kruse. Nays: None.
3. Welcome new member and introductions
 - Ray Kruse has been appointed as a trustee to the JKPL Board
4. Agenda Consent Calendar
 - Correspondence & Communication: None
 - Minutes of Previous Meeting: September 8, 2020
 - September Librarian's Report
 - Bills
 - September Claims Report
 - Library Claims for October
 - September/October Credit Card Claims
 - Budget Reports
 - September City Report
 - September Library Report
 - Trust Account Reports
 - August Bank Statements
 - August Balance Report
 - September Bank Statements
 - September Balance Report
 - Trust Account Expenditure Report
 - August and September Donations Form
 - Candy/Snack Sales - \$10.00
 - Sue Engelbrecht - \$17.00
 - Plant Sale Fundraiser - \$20.00
 - TACKL/DTFN sponsored activities - \$150.00
 - Mary O'Connell - \$100.00

- Anonymous - \$10.00, \$20.00
 - State of Iowa/HRDP Grant- \$7616.00
- Program Reports
 - September Report on Programs and Attendance
 - Adult Summer Library Program Report
 - October Schedule of Events
 - Schedule for upcoming programs
- Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract/Service Area – Shirley noted that the totals and percentage of change did not appear to be correct. She said she would check the formulas and send out a revised report via email.
- Grant Report
 - Received notification that JKPL was not awarded a grant from the Dyersville Area Community Foundation.
- Friends of the Library Report
 - Books to Go bags have been popular. Doing as an alternative to the book sale at this time.
- JKPL Endowment Report
 - Fund/Gift Activity Statement

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

5. Discussion of Current Library Operations and Services

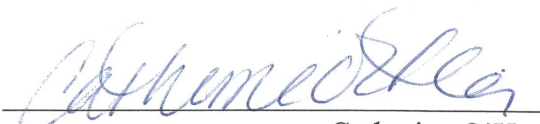
- Library will continue operating with appointment only and curbside services. Walk Ins may be permitted if capacity allows.

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 includes curbside service and being open to the public on an appointment only basis, ensuring a capacity of less than 50%. The Board discussed whether there should be an adjustment regarding when the library would move to the next stage of reopening. The current plan states this will occur after 14 days of no new cases in Dubuque and Delaware counties. The consensus of the board was to keep this unchanged. Updates were discussed to revise and correct grammatical and spelling in portions of the plan. Kramer MOTIONED to “approve the JKPL Interim Service/Reopening Plan (Updated) with corrections.” Second by Engelbrecht and CARRIED. Ayes: Meade, Kramer, O’Hea, Engelbrecht, English, Will, Tieskoetter, Kruse. Nays: None.

7. Updated Committee Assignments for FY21

8. Appointment of Committee to Evaluate Library Director
 - ^{Personnel} Personal Committee will facilitate evaluation
9. FY20 Iowa Public Library General Information Survey for JKPL
10. Executive Committee Report: None.
11. Finance Committee Report: None.
12. Fundraising Committee Report
 - Randy's Market completed a two-week Round-Up fundraiser for JKPL
 - Chair-ity Event will continue as a hybrid allowing remote and onsite bidding. . Bidding through 11/15 at 3:00 P.M.
 - DQ held a fundraiser October 6th and is donating 10% of sales from a portion of the day.
 - Shirley is meeting with the Director of Instructional Technology & Student Reporting at WD to explore how our fundraising proceeds may be able to help distance learning students.
13. Furnishings, Art & Facilities Committee Report: None
14. Marketing Committee Report
 - Reviewed use of social media to promote events.
 - Discussed Annual Report to provide guidance to the Library Director to include a statement regarding COVID.
 - Contributed \$150 to the Downtown Dyersville Alliance to help promote downtown businesses.
 - Discussed adopting items for the library's collection to honor retired board members.
15. Personnel Committee Report: None
16. Policy Committee Report: None
17. Strategic Planning Report: None
18. Meetings and Training
 - ILA Conference on Thursday, Oct 15.
19. Oral Presentations: None
20. Meeting adjourned by President Mary Jane Meade at 8:29 P.M.


Catherine O'Hea