

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

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, November 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, with the Library Director attending from within the library facility. Present: Mary Jane Meade, Catherine O’Hea, Angela English, Danielle Will, Ray Kruse, and Library Director Shirley Vonderhaar. Absent: Karen Kramer, Karen Tieskoetter, and Sue Engelbrecht.

1. President Mary Jane Meade called the meeting to order at 7:04 P.M.
2. Agenda: English MOVED “approval of the Agenda” which motion was seconded by Tauke and CARRIED. Ayes: Meade, O’Hea, English, Will, and Kruse. Nays: None.
3. Agenda Consent Calendar
  - Correspondence & Communication: None.
  - Minutes of Previous Meeting: October 13, 2020
  - October Librarian’s Report
  - Bills
    - October Claims Report
    - Library Claims for November
    - October/November Credit Card Claims
  - Budget Reports
    - October City Report
    - October Library Report
  - Trust Account Reports
    - October Bank Statements
    - October Balance Report
    - Trust Account Expenditure Report
    - October Donations Form
      - Randy’s Neighborhood Market Roundup - \$651.09
      - Paul Zurawski - \$15.59
      - Dairy Queen Night Fundraiser - \$382.11
      - Mask Sales - \$60.00
      - Amaryllis Kit Materials Fee - \$45.00
      - Friends of the JKPL Summer Programming - \$199.00
      - Friends of the JKPL HRDP Grant Match - \$5000.00
  - Program Reports
    - October Report on Programs and Attendance
    - November Schedule of Events

- Schedule for Upcoming Programs
- Grant Report
  - DRA announced that they are still not funding applications. Shirley completed the DRA survey indicating that a current application would request funding for a StoryWalk rather than the Cooking Program due to the pandemic.
- Friends of the Library Report: None.
- JKPL Endowment Report
  - Fund/Gift Activity Statement

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

4. Discussion of Current Library Operations and Services
  - No changes currently.
5. Update on Library Director Evaluation
  - Form to use is being discussed with Personnel Committee
6. FY20 JKPL Annual Report
7. Executive Committee Report
  - Mary Jane reported she will be moving to Dubuque and felt she should step down from the role as President. Vice President Karen Kramer will serve as President until the JKPL Constitution and Bylaws are revised to address officer succession.
  - Discussed masks while in the library. The committee was going to express our support to the city implementing a mask mandate for city buildings. Since the Dubuque Co Supervisors are signaling a county wide mask mandate will be implemented, after discussion the Board decided not to take action.
8. Finance Committee Report: None.
9. Fundraising Committee Report
  - The committee will be using funds to purchase Hot Spots for families to check out and use at home for distance learning.
  - Chair-ity Event ending 11/15.
  - Quilt Raffle (Sale) begins 11/16. Each Quilt will be sold for \$25 with the library retaining \$10 of each sale.
  - No Cookie Walk this year.
10. Furnishings, Art & Facilities Committee Report: None
11. Marketing Committee Report
  - Decided on increasing the value of programming from \$10 to \$12 which will be reflected and included in the Annual Report.
12. Personnel Committee Report: None
13. Policy Committee Report
  - Discussion of updating bylaws to include the transfer of power in the event an officer is no longer able to act. Will also be adding duties and responsibilities of

officers. Proposed changes were shared as part of this November Board Packet and will be voted on in December meeting.

- Following Board discussion, the Policy Committee MOVED to “approve revised Mobile Devices and Hot Spots Circulation Policy.” No second needed as motion came from the committee. Ayes: Meade, O’Hea, English, Will, and Kruse. Nays: None.


14. Strategic Planning Report: None

15. Meetings and Training

- ARSL and ILA conferences still have sessions available electronically and staff have been completing intermittently.

16. Oral Presentations: Mary Jane Meade announced she will be stepping down as Board President at the conclusion of this meeting.

17. Meeting adjourned by President Mary Jane Meade at 8:02 P.M.

  
Catherine O’Hea