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**James Kennedy Public Library
Board of Trustees
Minutes of the January 12, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, January 12, 2021 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: Karen Kramer, Catherine O’Hea, Angela English, Danielle Will, Ray Kruse, Mary Jane Meade and Library Director Shirley Vonderhaar. Karen Tieskoetter joined at 7:10 P.M. Sue Engelbrecht was excused.

1. President Karen Kramer called the meeting to order at 7:00 P.M.
2. Agenda: English MOVED “approval of the Agenda” which motion was seconded by Meade and CARRIED. Ayes: Kramer, O’Hea, English, Will, Kruse, and Meade. Nays: None. Absent: Engelbrecht and Tieskoetter.
3. Agenda Consent Calendar
 - Correspondence & Communication
 - Thank You card from the Marketing Committee
 - Minutes of Previous Meeting: December 8, 2020
 - December Librarian’s Report
 - Bills
 - December Claims Report
 - Library Claims for January
 - December/January Credit Card Claims
 - Budget Reports
 - December City Report
 - December Library Report
 - Trust Account Reports
 - December Bank Statements
 - December Balance Report
 - Trust Account Expenditure Report
 - December Donations Form
 - Kimshiro Benton-Hermsen - \$16.23
 - Candy & Snack Sales - \$29.00
 - Mask Sales - \$6.00
 - Coloring Book Fundraiser - \$5.00
 - Amaryllis Kit Materials Fee - \$75.00
 - Judy Weber - \$20.00
 - Quilt Fundraiser - \$150.00
 - Program Reports
 - December Report on Programs and Attendance

- January Schedule of Events
- Schedule for Upcoming Programs
- Grant Report
 - DRA Grant announcement is expected January 19, 2021
- Friends of the Library Report
- JKPL Endowment Report
 - Fund/Gift Activity Statement

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

4. Discussion of Current Library Operations and Services
 - No change in operations or services at this time
5. Review and possible action on JKPL Pandemic Interim Service Plan/Reopening Plan
 - No change in operations or services at this time
6. Library Director Evaluation
 - Karen Kramer has e-mailed evaluations to Board Members to complete. Please complete by Friday, January 15, 2021.
7. Fundraising Committee Report
 - Quilt Raffle brought in \$150
 - I Love My Library fundraiser will begin January 14th
 - Soup Lunch/Supper will be held January 25th
 - Mystery Dinner is cancelled for 2021
 - Build a Basket fundraiser will begin Feb 1st, with silent auction starting on March 1st.
8. Furnishings, Art & Facilities Committee Report: No report
9. Marketing Committee Report: sent supporting businesses and organizations thank you cards and librarians posted a thank you video to Facebook.
10. Personnel Committee Report
 - Reviewed committee meeting notes
 - Considered request from Shirley to carry over unused vacation hours from calendar year 2020 to 2021. She was scheduled to utilize her time, but an unanticipated change in staffing required her to be in the library. The committee recommended to allow the carry over of unused hours and the motion carried:
 Ayes: Kramer, O’Hea, English, Will, Kruse, Tieskoetter, and Meade. Nays: None.
 Absent: Engelbrecht
11. Finance Committee Report:
 - FY22 Budget Work Session Schedule was presented. The library will make their budget presentation to the City Council on Monday, February 15th, 2021, following their regular meeting. Angela English will be making the presentation on behalf of the library.

- Considered approval of the FY22 Library Operating Budget: The committee met via Zoom to review the budget. The committee recommended submitting a budget to the City Council for expenditures totaling \$469,114 and income totaling \$24,950, which is a 3% increase over FY21 and the motion carried: Ayes: Kramer, O’Hea, English, Will, Kruse, Tieskoetter, and Meade. Nays: None. Absent: Engelbrecht
- Considered approval of the FY22 Trust Account Budget: The committee recommended requesting \$40,000 for trust account expenditures for FY22 and the motion carried: Ayes: Kramer, O’Hea, English, Will, Kruse, Tieskoetter, and Meade. Nays: None. Absent: Engelbrecht
- Considered approval of Budget Amendment Request for FY21 Trust Account in the amount of \$10,000 and the motion carried: Ayes: Kramer, O’Hea, English, Will, Kruse, Tieskoetter, and Meade. Nays: None. Absent: Engelbrecht
- Considered approval of transfer of Trust Account funds: The committee recommended moving \$40,000 from Midwest One to Fidelity Bank and Trust effective as soon as possible and the motion carried: Ayes: Kramer, O’Hea, English, Will, Kruse, Tieskoetter, and Meade. Nays: None. Absent: Engelbrecht

12. Policy Committee Report: None

13. Strategic Planning Report: None

14. Meetings and Training

- Iowa Libraries Online Conference is upcoming on January 21st.

15. Oral Presentations: None

16. Meeting adjourned by President Karen Kramer at 8:25 P.M.



Catherine O’Hea