

**James Kennedy Public Library**  
**Board of Trustees**  
**Minutes of the March 9, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, March 9, 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, Karen Tieskoetter, Sue Engelbrecht and Library Director Shirley Vonderhaar.

1. President Karen Kramer called the meeting to order at 7:02 P.M.
2. Agenda: English MOVED "approval of the Agenda" which motion was seconded by Engelbrecht and CARRIED. Ayes: Kramer, O'Hea, English, Will, Kruse, Meade, Tieskoetter, and Engelbrecht. Nays: None.
3. Agenda Consent Calendar
  - Correspondence & Communication
    - Boge Family Thank You Card
  - Minutes of Previous Meeting: February 9, 2021
  - February Librarian's Report
  - Bills
    - February Claims Report
    - Library Claims for March
    - February/March Credit Card Claims
  - Budget Reports
    - February City Report
    - February Library Report
  - Trust Account Reports
    - February Bank Statements
    - February Balance Report
    - Trust Account Expenditure Report
    - February Donations Form
      - Soup Fundraiser - \$15.00
      - Delores Hermsen - \$5.00
      - Anonymous - \$14.00
      - Coloring Book - \$10.00
      - Love My Library - \$3236.00
  - Program Reports
    - January Report on Programs and Attendance
    - February Schedule of Events
    - Schedule for Upcoming Programs

- Grant Report
  - Application submitted for the Outstanding in Their Field Leadership Institute to be held by ARSL.
  - Application submitted for the Libraries Transform Communities grant offered by ARSL and ALA.
- Friends of the Library Report: None.
- JKPL Endowment Report
  - Fund/Gift Activity Statement

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

4. Discussion of Current Library Operations and Services
  - Discussed moving curbside hours to start at 9:00 A.M. and to end at 30 minutes before scheduled closing.
  - Masks will continue being required as outlined by the Dubuque County Mandate.
5. Review and possible action on JKPL Pandemic Interim Service/Reopening Plan
  - After board discussion Tieskoetter MOVED “to enter Stage 3 of the JKPL Pandemic Interim Service/Reopening Plan on April 1, unless there is a spike in cases in Dubuque and/or Delaware County prior to that date.” Second by O’Hea and CARRIED. Ayes: Kramer, O’Hea, English, Will, Kruse, Meade, Tieskoetter, and Engelbrecht. Nays: None.
6. Discussion regarding Imagine 2030 Dyersville community vision process
  - Board compiled a list of ideas to submit to the Dyersville Chamber.
7. Library Journal Index of Public Library Service 2020: America’s Star Libraries
  - JKPL received the highest score of any other Iowa libraries and placed 35 out of 1,113 of libraries nationwide in the same category as determined by the *Library Journal* Index.
8. Discussion and possible action regarding changing the meeting time for the regular monthly JKPL Board meetings
  - After board discussion O’Hea MOVED “to change regular monthly board meeting time from 7:00 P.M. to 6:00 P.M. which was seconded by Kruse and CARRIED. Ayes: Kramer, O’Hea, English, Will, Kruse, Meade, Tieskoetter, and Engelbrecht. Nays: None.
9. Fundraising Committee Report
  - Love My Library fundraiser ended. Cash donations of \$4,101 have been received as well as some in kind donations.
  - Build-A-Basket Fundraiser started March 1<sup>st</sup>.
10. Furnishings, Art & Facilities Committee Report: None
11. Marketing Committee Report

- Reviewed and discussed proposed changes to monthly reports. Waiting until can review using the new program reporting service provided by the State Library before finalizing.
12. Personnel Committee Report: None
13. Finance Committee Report
- FY22 Budget Proposal – Revision
    - MOTION by the committee to “approve proposed budget revision for a total FY22 operating budget of \$462,000 to present to City Council.” No second needed as motion came from committee. Ayes: Kramer, O’Hea, English, Will, Kruse, Meade, Tieskoetter, and Engelbrecht. Nays: None.
14. Policy Committee Report: None
15. Strategic Planning Report: None
16. Meetings and Training
- Public Libraries of Dubuque County Agency Meeting, March 18<sup>th</sup>.
17. Oral Presentations: None
18. Meade MOVED to ”adjourn meeting at 8:34 P.M.” Second by English and CARRIED. Ayes: Kramer, O’Hea, English, Will, Kruse, Meade, Tieskoetter, and Engelbrecht. Nays: None.

  
Catherine O’Hea