

**James Kennedy Public Library
Board of Trustees
Minutes of the June 8, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, June 8, 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, Karen Tieskoetter, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: Ray Kruse and Sue Engelbrecht.

1. President Karen Kramer called the meeting to order at 6:07 P.M.
2. Agenda: English MOVED “approval of the Agenda” which motion was seconded by Will and CARRIED. Ayes: Kramer, O’Hea, English, Will, and Tieskoetter. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication:
 - Minutes of Previous Meeting: May 11, 2021
 - May Librarian’s Report
 - Bills
 - May Claims Report
 - Library Claims for June
 - May/June Credit Card Claims
 - Budget Reports
 - May City Report
 - May Library Report
 - Trust Account Reports
 - May Bank Statements
 - May Balance Report
 - Trust Account Expenditure Report
 - May Donations Form
 - Yard Signs - \$6.00
 - Candy Sales - \$14.00
 - Coloring Book Sales - \$10.00
 - Dawn Schrandt - \$5.60
 - Joyce Bries - \$17.11
 - Plant Sales - \$605.50
 - Program Reports
 - May Report on Programs and Attendance
 - June Schedule of Events
 - Schedule for Upcoming Programs

- Grant Report
 - DRA grant application will be seeking equipment to facilitate hybrid meetings and gatherings.
 - The State Library ARPA grant will be written seeking funds for electronic services.
- Friends of the Library Report:
 - Bus Trip fundraiser scheduled for September.
 - Will support children's summer library program activities.
- JKPL Endowment Report
 - Fund/Gift Activity Statement

English MOVED "approval of the consent items including authorizing the Executive Committee to approve any additional bills arriving in June." Second by Tieskoetter and CARRIED. Ayes: Kramer, O'Hea, English, Will, and Tieskoetter. Nays: None.

4. Discussion of Current Library Operations and Services
 - Reviewed current operations
5. Review and possible action on JKPL Pandemic Interim Service Plan/Reopening Plan
 - No new action at this time.
6. Discussion of when to resume meeting in person and/or hybrid options
 - Will still have July meeting electronically. Discussed waiting until existing pandemic plan allows larger group meetings.
7. Discussion of vacancies on the JKPL Board of Trustees
 - Two open seats. Would like to have filled by August.
8. Consider rescheduling date for July regular board meeting
 - Will meet in July for regular meeting.
9. Fundraising Committee Report
 - Plant sale fundraiser was successful.
 - Will be selling push ups for Downtown Summer Nights on June 12
 - Food Truck fundraiser scheduled for June 14
 - Wine and Beer tasting fundraiser scheduled for September 24. Still working out some logistics to ensure its success.
10. Furnishings, Art & Facilities Committee Report: None
11. Marketing Committee Report
 - Review & Discussion of proposed changes to monthly reports. Will continue to include Program Attendance Reports.
12. Personnel Committee Report
 - Waiting for results of Classification and Compensation Study.
13. Finance Committee Report
 - FY21 Budget will have some unspent funds due to service and staffing changes during Covid. The committee expects to request the underspent funds in a budget amendment for FY22.

14. Policy Committee Report: None

15. Strategic Planning Report

- JKPL Strategic Plan and creating a Vision Statement needs to be completed and in place by February 2022.
- Becky Heil with the State Library will help facilitate planning to begin in August.

16. Meetings and Training

- Upcoming
- Recently Attended

17. Oral Presentations: None

18. English MOVED to” adjourn meeting at 7:35 P.M.” Second by Will and CARRIED.

Ayes: Kramer, O’Hea, English, Will, and Tieskoetter. Nays: None.


Catherine O’Hea