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**James Kennedy Public Library  
Board of Trustees  
Minutes of the July 13, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, July 13, 2021 in the Hoffman room. Present: Sue Engelbrecht, Angela English, Karen Kramer, Ray Kruse, Catherine O’Hea, Karen Tieskoetter, Danielle Will, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: None.

1. Board President Karen Kramer called the meeting to order at 6:08 pm.
2. Consider approval of Agenda
  - English MOVED “Approval of the agenda” which motion was seconded by Engelbrecht and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None.
3. Agenda Consent Calendar
  - Correspondence & Communication: None
  - Approve minutes of previous meeting: June 8, 2021
  - Approve June Librarian’s report
  - Approve Bills:
    - June bills submitted June 18, 2021
    - July bills
    - Claims report for June
  - June & July credit card claims
  - Budget reports
    - June city report
    - June library report
    - July library report
  - Trust account reports
    - June bank statements
    - June balance report
    - Trust account expenditure report
      - Hotspots are an annual contract – high use and good reviews
    - June donations form
      - Responses to letters for the Love my Library campaign
        - Dyersville Chiropractic and Physical Therapy Solutions \$100 each
        - Randy’s Market roundup \$662.73
  - Program Reports
    - June report of programs and attendance
    - July schedule of events
    - Schedule for upcoming programs
  - Grant report

- ARPA grant (\$5,000 approved) to be used for electronic services, opening up some of those funds for other uses
  - Friends of the Library report
    - DRA grant application: Owls, tablets, hotspots (5)
  - JKPL Endowment report
    - Great Give Day transfer \$2,061.53
      - Molly from CFGD doing article for e-newsletter spotlighting the library and how the Endowment Committee started the foundation and raised the \$10,000 amount needed to begin utilizing the fund
  - Quarterly contract use reports
    - Statistics by residence area
    - Statistics by contract/service area (city)
  - O’Hea MOVED “Approval of the consent items” which was seconded by English and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None.
4. Discussion of current library operations and services
- Shirley hearing from other libraries
    - Starting to put soft seating back out while maintaining 6’ distance
  - Are we ready to start offering in-person programming? If so, at what capacity?
    - Most requests are for the recurring groups (sit & stitch, geri-fit)
5. Consider approval of JKPL interim service/reopening plan (Updated)
- Soft seating (6’ spacing) and in-library programming for up to 20 people
    - Caveats: program directors can decide to limit quantities for specific events based on room usage
    - Only to hold events in rooms that can accommodate this many: main collection area, Hoffman room
  - Implementation on August 1st
  - English MOVED “Approval of JKPL Interim Service/Reopening Plan (Updated)” and seconded by O’Hea and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None.
6. Discussion of vacancies on the JKPL board of trustees: There are currently two open seats on the JKPL Board. Current members are encouraged to work on recruiting to fill these seats.
7. Consider approval of library holiday hours for FY22
- City 10 paid holidays; JKPL takes three as floating
  - English MOVED “Approval of library holiday hours for FY22 as proposed” which was seconded by Engelbrecht and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None.
8. Consider approval of library wages and salaries effective July 1, 2021
- Motion made by Personnel Committee so no second is needed. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None. Motion CARRIED.

9. Executive Committee report: No report.
10. Finance Committee report: No report.
11. Fundraising Committee report
  - Notes from June 24, 2021 meeting: Committee has decided not to hold a Wine and Beer Tasting this fall. They are planning a Food Truck fundraiser with Dinger's D'lites sometime in August.
12. Furnishings, Art, & Facilities committee report: No report.
13. Marketing committee report
  - Notes from electronic committee discussion: an updated and revised pamphlet about JKPL library services and resources is now available.
14. Personnel committee report
  - Notes from electronic committee discussion
  - Consider approval of revised JKPL employee pay rates and ranges. Motion made by Personnel Committee to approve so no second is needed. Ayes: Engelbrecht, English, Kramer, Kruse, O'Hea, Tiestkoetter, and Will. Nays: None. Motion CARRIED.
15. Policy committee report: No report
16. Strategic planning report
  - In August, Becky Heil (consultant for State Library) will be coming to work on strategic plan
17. Meetings and training
  - Upcoming – ARSL conference October 20-23
    - Shirley planning on attending (\$275 for early bird)
    - Kruse MOVED to pay for Shirley's two one-way tickets instead of a single roundtrip ticket, which was seconded by English and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O'Hea, Tiestkoetter, and Will. Nays: None.
18. Oral presentations – None
19. Adjournment
  - Engelbrecht MOVED to adjourn and seconded by Kruse. Meeting ADJOURNED by Kramer at 7:28 pm.

  
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Danielle Will, Secretary