

**James Kennedy Public Library  
Board of Trustees  
Minutes of the August 10, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, August 10, 2021 in the Hoffman room. Present: Sue Engelbrecht, Angela English, Karen Kramer, Ray Kruse, Catherine O’Hea, Danielle Will, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: Karen Tieskoetter.

1. Board President Karen Kramer called the meeting to order at 6:02 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, and Will. Nays: None.
3. Agenda Consent Calendar
  - Correspondence & Communication: None
  - Approve minutes of previous meetings: July 13, 2021 Special Meeting and July 13, 2021 Regular Meeting
  - Approve July Librarian’s report
  - Approve Bills
    - August bills
      - Library is adjusting overdue material notification to include sending overdue postcards following electronic notification
    - Claims report for July
  - July & August credit card claims
  - Budget reports
    - July city report
    - July library report
  - Trust account reports
    - July bank statements
    - July balance report
    - Trust account expenditure report
    - July donations report
      - \$662.72 for Randy’s Neighborhood Market Roundup
      - \$395 for Steve Werner Memorial
  - Program Reports
    - July report of programs and attendance
    - August schedule of events
    - Schedule for upcoming programs
  - Grant report
    - DRA Grant to be announced in late August – Funding was requested for Meeting Owls and other equipment for hybrid programs
    - Grant applications due at the end of the month for the Dyersville Area Community Foundation and Theisens More for your Community grants. Library

is considering a hybrid adult spice (cooking) club with make and take kits and puzzles for families.

- Friends of the Library report – no report
- JKPL Endowment report – June 2021 Activity Fund Statement was reviewed.
- O’Hea MOVED “Approval of the consent items” which was seconded by Englebrecht and CARRIED. Ayes: Englebrecht, English, Kramer, Kruse, O’Hea, and Will. Nays: None.

4. Discussion and possible action on strategic planning process following presentation by Rebecca Heil, consultant for the State Library of Iowa

- Consensus:
  - Follow the old PLA Planning for Results Process
  - 1st “meeting” is the phone call
  - 2nd meeting is the focus group, and maybe allow that group to help pick the three service responses
  - We will be able to incorporate anything from the new Planning for Results Process if it is released this fall / winter and revelatory

Next step: board will select community members as stakeholders. We will all bring some ideas of groups/names for next board meeting. Shirley will send out list of groups to consider.

- Englebrecht MOVED “Adoption of strategic planning process” as outlined above, which was seconded by English and CARRIED. Ayes: Englebrecht, English, Kramer, Kruse, O’Hea, and Will. Nays: None.

5. Discussion of current library operations and services

6. Consider approval of JKPL interim service/reopening plan – no changes to the current plan were suggested.

7. Committee appointments

- Kruse appointed to chair of the Furnishings, Art, & Facilities
- Will moved to Policy
- English and Kramer made co-liaisons to Endowment

8. Schedule for attendance of City Council meetings

- Next board member to attend meeting: O’Hea on Tuesday, Sept 7

9. Executive Committee report: No report

10. Finance Committee report

- Working electronically on a budget amendment, expect to have a recommendation in September

11. Fundraising Committee report

- Notes from July 27, 2021 meeting
  - Dinger’s D’Lite food truck coming to Commercial Club on Monday, Aug 16 from 11:00 to 1:00 and giving us 10% of the proceeds
  - Small Business Saturday (Nov 27) breakfast fundraiser
    - Hopefully some apparel will be ready to sell beginning this day
  - Wreath It Up beginning in September

12. Furnishings, Art, & Facilities committee report: No report

13. Marketing committee report

- Notes from August 3, 2021 meeting
  - Annual report overhaul: just some suggested changes to the virtual programs/services aspect

14. Personnel committee report

- Consider approval of revised JKPL job descriptions. Motion made by Personnel Committee to approve so no second is needed. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, and Will. Nays: None. Motion CARRIED.

15. Policy committee report: No report

16. Strategic planning report

- We will continue to monitor this as we begin our new planning process

17. Meetings and training

- Upcoming
  - Association for Rural and Small Libraries – Oct 20-23, 2021 in Reno
    - Shirley submitted for her in-person attendance
    - Paul and Ann are going to attend virtually
  - Iowa Library Association – Oct 6-8, 2021 in Des Moines
    - No staff attending this year
- Recently attended: None

18. Oral presentations: None

19. Adjournment

- Engelbrecht MOVED to adjourn and seconded by English. Meeting ADJOURNED by Kramer at 7:54 pm.



Danielle Will, Secretary