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**James Kennedy Public Library
Board of Trustees
Minutes of the September 14, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, September 14, 2021 in the Hoffman room. Present: Sue Engelbrecht, Angela English, Marcus Ingles, Karen Kramer, Catherine O'Hea, Karen Tieskoetter, Alex Wiezorek, Danielle Will, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: Ray Kruse.

1. Board President Karen Kramer called the meeting to order at 6:01 pm
2. Welcome new members
3. Consider approval of Agenda
 - English MOVED "Approval of the agenda," and seconded by Engelbrecht
Ayes: Engelbrecht, English, Ingles, Kramer, O'Hea, Tieskoetter, Wiezorek, and Will
Nays: None
Motion CARRIED
4. Agenda Consent Calendar
 - Correspondence & Communication: Kim received a thank-you note from St. Mark Youth Enrichment
 - Approve minutes of previous meetings: August 10, 2021 Regular Meeting and September 7, 2021 Special Meeting
 - Approve July Librarian's report
 - Approve Bills
 - September bills
 - Claims report for August
 - August and September credit card claims
 - Budget reports
 - August city report
 - August library report
 - Trust account reports
 - August bank statements
 - August balance report
 - Trust account expenditure report
 - August donations report
 - DEI books for children: \$508.39 from Dyersville Grade Level Reading
 - Steve Werner Memorial: \$1,070 including \$1,000 from Linda Werner
 - Program reports
 - August report of programs and attendance
 - September schedule of events
 - Schedule for upcoming programs
 - Summer library program reports
 - Grant report
 - The Friends of the JKPL were not awarded a DRA grant

- Grants that the JKPL applied for since last meeting:
 - Theisen's grant for funding to develop a children's circulating puzzle collection
 - DACF grant for equipment for hybrid gatherings
 - Friends of the Library report
 - Bus trip was September 1, 2021
 - Next meeting scheduled for September 20, 2021
 - JKPL Endowment report
 - July 2021 fund activity statement
 - O'Hea MOVED "Approval of the consent items," and seconded by Wiezorek
 Ayes: Engelbrecht, English, Ingles, Kramer, O'Hea, Tieskoetter, Wiezorek, and Will
 Nays: None
 Motion CARRIED
- 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
 - Committee assignments for Ingles and Wiezorek
- 8. Discussion and possible action on Strategic Planning Process
 - Determining list of possible stakeholders for phone interviews and focus groups
 - Executive committee members will organize list and send back to board to contact
 - Timeline: calls in November, focus group in early December
 - Scheduling goal setting and library visioning process
 - Two separate 2-hour meetings, within one week ideally
- 9. Executive Committee report – No report
- 10. Fundraising Committee report
 - Notes from September 13, 2021 meeting
 - Raised over \$8,000 FY21
- 11. Furnishings, Art, & Facilities committee report
 - Notes from September 8, 2021 meeting
 - Addressing the leaks throughout the library
 - HVAC pre-emptive replacements
- 12. Finance Committee report
 - Working electronically on a budget amendment, expect to have a recommendation in October
- 13. Marketing committee report
 - Notes from email correspondence
 - Approved \$200 to be spent on Downtown Business Alliance for Hwy 20 billboard and other promotional materials
- 14. Personnel committee report
 - Status of clerk vacancy
- 15. Policy committee report – No report

16. Meetings and training

- City council attendance
 - October 4: Will
- Upcoming conferences
 - 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
 - Public Libraries of Dubuque County Agency
- Recently attended: None

17. Oral presentations: None

18. Adjournment

- Engelbrecht MOVED to adjourn and seconded by Wiezorek. Meeting ADJOURNED by Kramer at 7:08 pm.



Danielle Will, Secretary