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**James Kennedy Public Library  
Board of Trustees  
Minutes of the October 12, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, October 12, 2021 in the Hoffman room. Present: Sue Engelbrecht, Angela English, Marcus Ingles, Karen Kramer, Ray Kruse, 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. Consider approval of Agenda
  - Engelbrecht MOVED "Amendment of the agenda to move up oral presentation," and seconded by O'Hea  
Ayes: Engelbrecht, English, Ingles, Kramer, O'Hea, Tieskoetter, Wiezorek, and Will  
Nays: None  
Motion CARRIED
  - Wiezorek MOVED "Approval of the amended agenda," and seconded by Engelbrecht  
Ayes: Engelbrecht, English, Ingles, Kramer, O'Hea, Tieskoetter, Wiezorek, and Will  
Nays: None  
Motion CARRIED
  - Oral presentation  
Jeff Jacque announced that he is running for mayor and that he would be supportive of the goals of the library. He thanked the library board and staff for their service.
3. Agenda Consent Calendar
  - Correspondence & Communication: Dyersville Area Community Foundation Wednesday, Oct 20 from 5:30-7:00
    - A board member or staff member can attend in lieu of the library director
  - Approve minutes of previous meetings: September 14, 2021
  - Approve September Librarian's report
  - Approve Bills
    - October bills
    - Claims report for September
    - September and October credit card claims
  - Budget reports
    - September city report
    - September library report
  - Trust account reports
    - September bank statements
    - September balance report
    - Trust account expenditure report
    - September donations report
  - Program reports
    - September report of programs and attendance

- October schedule of events
  - Schedule for upcoming programs
  - Adult summer library program report
  - Grant report
    - Status of grants applied for
      - Dyersville Area Community Foundation grant of \$2,376 was received to support the Hybrid Gatherings @ Your Library Project. Funds will be spent on Meeting Owls and hotspots.
      - State Historical Society of Iowa HRDP Grant for microfilming and digitizing the Dyersville Commercial is drawing to a close as Woodward Communication has provided the needed permissions to make the digital website accessible from the JKPL facility and the Historical Society.
      - Waiting on Theisen's grant announcement
    - Grants that the JKPL applied for since last meeting – none
  - Friends of the Library report
    - Notes from September 20, 2021 meeting
    - No book sales scheduled for 2021 – earliest would be early 2022
    - Membership drive scheduled for January 10, 2022
    - Agreed to match the DACF grant application with \$1,000 and also to contribute \$500 to purchase books for the Books for Treats pop-up library
  - JKPL Endowment report
    - August 2021 fund activity statement
  - English MOVED "Approval of the consent items," and seconded by Engelbrecht  
 Ayes: Engelbrecht, English, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will  
 Nays: None  
 Motion CARRIED
4. Discussion of current library operations and services
5. Consider approval of JKPL interim service/reopening plan
- Policy committee will discuss service/reopening plan going forward and propose changes to the board at upcoming meetings
  - English MOVED "Amend JKPL interim service/reopening plan to allow soft seating (sofas) and full number of chairs at tables," and seconded by Ingles  
 Ayes: Engelbrecht, English, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will  
 Nays: None  
 Motion CARRIED
6. Update on Strategic Planning Process
- Determining list of possible stakeholders for phone interviews and focus groups
  - Timeline: calls in November, focus group in early December
  - Scheduling goal setting and library visioning process
    - January 13 (visioning) and January 18 (goal setting) at 6:00 pm
7. Appointment of committee to evaluate Library Director

- Kramer appointed Personnel Committee
  - 8. FY21 Iowa Public Library general information survey for the JKPL – Shirley will email out to Board members when completed
  - 9. Executive Committee report – no report
  - 10. Fundraising Committee report
    - Notes from October 11, 2021 meeting
      - Nov 27 Breakfast Burrito fundraiser
      - Apparel sale from K&K Logo – initial order for promotional materials
  - 11. Furnishings, Art, & Facilities committee report – No report
  - 12. Finance Committee report – No report
  - 13. Marketing committee report
    - Notes from email correspondence
      - Replacing TV in main library
      - While You Wait program
  - 14. Personnel committee report
    - Status of clerk vacancy, part time
  - 15. Policy committee report – No report
  - 16. Meetings and training
    - City council attendance
      - November 1: Kramer
    - Upcoming conferences
      - Association for Rural and Small Libraries – Oct 20-23, 2021 in Reno
        - Shirley attending in person
        - Paul and Ann are going to attend virtually
    - Recently attended
      - IA Learning Circuits – Kim attended
      - Public Libraries of Dubuque County Agency – board (English) and Shirley attended
    - Oral presentations
      - Public Office Candidates Forum being held at Beckman HS at 6:15 on October 19
  - 17. Adjournment
- Engelbrecht MOVED to adjourn and seconded by Ingles. Meeting ADJOURNED by Kramer at 7:27 pm.



Danielle Will, Secretary