

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

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, December 14, 2021 in the Hoffman Room. Present: Sue Engelbrecht, Angela English, Marcus Ingles, Karen Kramer, Ray Kruse, Catherine O'Hea, Alex Wiezorek, 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 Agenda," and seconded by O'Hea.  
Ayes: English, Kramer, Kruse, O'Hea, Wiezorek, and Will  
Nays: None  
Motion CARRIED
3. Agenda Consent Calendar
  - Correspondence and Communication
  - Approve minutes of previous meeting: November 9, 2021
  - Approve November Librarian's report
  - Approve bills:
    - December bills
    - Claims report for November
    - November and December credit card claims
  - Budget reports
    - November city report
    - November library report
  - Trust account reports
    - November bank statements
    - November balance report
    - November donations report
  - Program reports
    - November report of programs and attendance
    - December schedule of events
    - Schedule for upcoming programs
  - Grant report
    - Status of grants applied for
      - \$1000 from Theisens More for You Grant awarded for puzzles at the library
    - Grants that the JKPL applied for since last meeting — none
  - Friends of the Library report
  - JKPL Endowment report
  - English MOVED "Approval of the consent items," seconded by Engelbrecht.

Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

4. Discussion of current library operations and services
5. Update on Strategic Planning process
  - Notes from November 16, 2021 and December 1, 2021 meetings
  - Phone interviews and focus group completed as of December 5, 2021
  - Summary of process will be during the January 11, 2022 regular board meeting
6. Executive committee report — no report
7. Fundraising committee report
  - Notes from November 17, 2021 and December 1, 2021 meetings
    - Soup fundraiser on Jan 10, 2022
    - Love my Library also begins on Jan 10, 2022
8. Furnishings, Art, & Facilities committee report
  - Meeting scheduled with the city administrator to discuss capital expense protocol
9. Finance committee report
  - FY22 city budget process
10. Marketing committee report — no report
11. Personnel committee report
  - Library Director evaluation
12. Policy committee report
13. Meetings and training
  - City council attendance
    - January 3: English
  - Upcoming
  - Recently attended
14. Oral presentations
15. Adjournment

Kruse MOVED to adjourn seconded by O’Hea. Meeting ADJOURNED by Kramer at 6:54 pm.



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Danielle Will, Secretary