

**James Kennedy Public Library  
Board of Trustees  
Minutes of the January 11, 2022 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, January 11, 2022 in the Hoffman Room. Present: Sue Engelbrecht, 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: Angela English.

1. Board President Karen Kramer called the meeting to order at 6:00 pm.
2. Consider approval of Agenda
  - Engelbrecht MOVED "Approval of Agenda," and seconded by O'Hea.  
Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will  
Nays: None  
Motion CARRIED
3. Agenda Consent Calendar
  - Correspondence and Communication
  - Approve minutes of previous meeting: December 14, 2021
  - Approve December Librarian's report
  - Approve bills:
    - January bills
    - Claims report for December
    - December and January credit card claims
  - Budget reports
    - December city report
    - December library report
  - Trust account reports
    - December bank statements
    - December balance report
    - Trust account expenditure report
    - December donations report
  - Program reports
    - December report of programs and attendance
    - January schedule of events
    - Schedule for upcoming programs
  - Grant report
    - Status of grants applied for
      - ARPA grant in process of being added to the fund
    - Grants that the JKPL applied for since last meeting — none
  - Friends of the Library report
    - Membership drive upcoming
  - JKPL Endowment report
  - O'Hea MOVED "Approval of the consent items," seconded by Engelbrecht.  
Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will  
Nays: None  
Motion CARRIED

4. Discussion of current library operations and services
5. Update on Strategic Planning process
  - o Report from Becky Heil, State Library of Iowa
6. Consider approval of closing the JKPL on Saturday, February 19, 2022 for strategic planning and staff in-service
  - Ingles MOVED "Approval of closing JKPL on Saturday, February 19, 2022," seconded by Kruse.
  - Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
  - Nays: None
  - Motion CARRIED
  
7. Executive committee report — no report
8. Fundraising committee report
  - o Notes from January 10, 2022 meeting
9. Furnishings, Art, & Facilities committee report
  - o Notes from December 21, 2021 meeting
  - o Consider approval of proposed Library capital projects – multi-year plan
    - Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
10. Personnel committee report
  - o Notes from January 4, 2022 meeting
  - o Consider approval of JKPL Compensation plan
    - Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  - o Proposed FY23 Personnel budget
  - o Library Director evaluation
11. Finance committee report
  - o FY23 Budget work session schedule
  - o Notes from January 5, 2022 meeting
  - o Consider approval of FY2023 Library Operating budget request of \$530,000.00
    - Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  - o Consider approval of FY2023 Library Trust Account budget request of \$40,000.00
    - Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED
  - o Consider approval of FY2023 Library Capital Projects request of \$30,000.00
    - Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED

12. Marketing committee report — no report

13. Policy committee report

- Consider approval of JKPL Personnel policy statement

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

Nays: None

Motion CARRIED

14. Meetings and training

- City council attendance

- February 7: Kruse

- Upcoming

- ILAC virtually, plus evening keynote for board members

- Recently attended

- ARSL virtually

15. Oral presentations

16. Adjournment

Engelbrecht MOVED to adjourn seconded by Kruse. Meeting ADJOURNED by Kramer at 8:01 pm.



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Danielle Will, Secretary