

James Kennedy Public Library
Board of Trustees
Minutes of the December 10, 2024 Regular Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, November 10th, 2024 in the Hoffman Room.

Present: Catherine O’Hea, Monika Steffen, Sally Kelly, Beth Derr, Alex Wiezorek, Melissa Kane (arrived at 6:10) and Library Director Shirley Vonderhaar. Absent: Beth Gudenkauf, Alycia Willenbring, Danelle Schroeder.

1. President Alex Wiezorek called the meeting order at 6:05 pm. Appointed Catherine O’Hea as acting Secretary in the absence of Beth Gudenkauf.

2. Consider Approval of Agenda
O’Hea MOVED “Approval of Agenda”, seconded by Kelly.
Ayes: O’Hea, Derr, Wiezorek, Kelly, Steffen
Nays: None
Absent: Kane
Motion CARRIED

3. Consider Approval of Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meeting: November 12, 2024 Regular Meeting
 - Approve November Librarian’s Report
 - Approve Bills:
 - December Bills
 - Claims Report for November
 - November & December Credit Card Claims
 - Budget Reports
 - November City Report
 - November Library Report
 - Trust Account Reports
 - November Bank Statements
 - November Balance Report
 - Trust Account Expenditure Report
 - November Donations
 - Program Reports
 - November Report of Programs and Attendance
 - November WhoFi Program Overview
 - November Schedule of Events
 - Schedule for Upcoming Programs
 - Grant Report
 - Friends of the Library Report
 - JKPL Endowment Report
 - Strategic Planning Report
 - Committee Reports
 - Executive Committee

- Finance Committee
- Fundraising, Marketing and Public Relations Committee
- Furnishings, Art & Facilities Committee
- Personnel Committee
- Policy Committee

Steffen MOVED "Approval of Agenda Consent Calendar", seconded by Derr.

Ayes: O'Hea, Derr, Wiezorek, Kelly, Steffen, Kane

Nays: None

Motion CARRIED

4. Update on Library Director Evaluation – Missing evaluations from Trustees Sally Kelly, Monika Steffen, and Danelle Schroeder. Please turn in asap.
5. Consider Approval of Library Director Request for payout of one (1) week of outstanding vacation time.
Kane MOVED "Approval of Library Director Request for payout of one (1) week of outstanding vacation time", seconded by Kelly.
Ayes: O'Hea, Derr, Wiezorek, Kelly, Steffen, Kane
Nays: None
Motion CARRIED
6. Consider Approval of FY24 JKPL Annual Report (Recommendation from Fundraising Committee)
Fundraising Committee MOVED to "approve the FY24 JKPL Annual Report." No second needed.
Ayes: O'Hea, Derr, Wiezorek, Kelly, Steffen, Kane
Nays: None
Motion CARRIED
7. Consider Approval of Revised JKPL Constitution and Bylaws (recommendation from Policy committee)
Policy Committee MOVED to "to Approve the revised JKPL Constitution and Bylaws." No second needed.
Ayes: O'Hea, Derr, Wiezorek, Kelly, Steffen, Kane
Nays: None
Motion CARRIED
8. Meetings and Training
 - Upcoming – ILOC 2025 will be January 30
 - Recently Attended
 - Trustee Training Webinar - Part 3: Approving & Monitoring the Budget
9. Oral Presentations
10. Adjournment

Steffen MOVED to adjourn, seconded by Derr. Meeting ADJOURNED by
Wiezorek at 6:31 pm.


Catherine O'Hea, Acting Secretary