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**James Kennedy Public Library  
Board of Trustees  
Minutes of the May 11, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, May 11, 2021 electronically. With Iowa Cases of Novel Coronavirus, COVID-19, the JKPL Board Meeting was held via Zoom as it was impossible to hold an in-person meeting in the JKPL Program Room. The electronic meeting protected appointed officials, city staff and the public from the possible spread of the virus. JKPL Board members attended the electronic meeting offsite, with the Library Director attending from within the library facility. Present: Karen Kramer, Catherine O’Hea, Angela English, Danielle Will, Mary Jane Meade, Sue Engelbrecht, Library Director Shirley Vonderhaar, Assistant Library Director Dawn Schrandt. Absent: Ray Kruse and Karen Tieskoetter.

1. President Karen Kramer called the meeting to order at 6:05 P.M.
2. Agenda: English MOVED “approval of the Agenda” which motion was seconded by Meade and CARRIED. Ayes: Kramer, O’Hea, English, Meade, Will, and Engelbrecht. Nays: None.
3. Agenda Consent Calendar
  - Correspondence & Communication:
    - Mary Jane Meade will be leaving the Board of Trustees following the conclusion of the meeting. The rest of the board wishes her well.
  - Minutes of Previous Meeting: April 13, 2021
  - April Librarian’s Report
  - Bills
    - April Claims Report
    - Library Claims for May
    - April/May Credit Card Claims
  - Budget Reports
    - April City Report
    - April Library Report
  - Trust Account Reports
    - April Bank Statements
    - April Balance Report
    - Trust Account Expenditure Report
    - April Donations Form
      - Yard Signs - \$15.00
      - Build a Basket Fundraiser - \$540.00
      - English Insurance - \$100.00
      - Dorothy Digmann - \$500.00
      - Ray Rardin - \$800.00
      - Love My Library - \$496.78
  - Program Reports

- April Report on Programs and Attendance
- May Schedule of Events
- Schedule for Upcoming Programs
- Grant Report
  - DRA Grant for 2020 has been finished and all information has been submitted for reimbursement.
  - 2021 DRA Grant window has opened and is due June 11<sup>th</sup>.
  - The State Library has announced noncompetitive grants up to \$5,000.00 from the American Rescue Plan Act.
  - Received \$3,000.00 grant from ALA for the Libraries Transforming Communities project.
- Friends of the Library Report:
  - Friends will meet May 13<sup>th</sup> to discuss funding summer reading program, 2021 DRA Project ideas, and when/if to hold their next book sale.
- JKPL Endowment Report
  - Fund/Gift Activity Statement
- 4. Discussion of Current Library Operations and Services
  - Reviewed current operations
- 5. Review and possible action on JKPL Pandemic Interim Service Plan/Reopening Plan
  - After board discussion English MOVED “approval of the recommended adjustments to the JKPL Pandemic Interim Service Plan” which was seconded by Engelbrecht and CARRIED. Ayes: Kramer, O’Hea, English, Meade, Will, and Engelbrecht. Nays: None. Policy related adjustments to the plan are:
    - Return to normal scheduled hours except access to public computers (includes AWE and laptops) ends 15 minutes before closing.
    - Remove visit / capacity limit of 21 and stop taking appointments.
    - Change the 60-minute time limit per visit restriction to be: “Visitors may be limited to no more than 60 minutes per visit.”
    - Require masks for all as long as is required by the county (following the mandate); encourage / recommend masks even when no longer a requirement as long as that is the CDC recommendation for nonvaccinated people.
    - Require staff to wear masks at all times in public spaces unless are outdoors AND are socially distanced.
    - Allow public to reserve / utilize genealogy room and game room (when not in use for staff) for gatherings of no more than 10 individuals. Allow public to reserve / use study room for groups of no more than 4. Depending on the number of people gathering, social distancing may not be possible in these spaces so it will be up to the person making the reservation to address this issue for their group. Use of rooms will end 15 minutes before closing.
- 6. Fundraising Committee Report
  - Plant sale fundraiser is Saturday, May 15<sup>th</sup>

- Happi Hibachi food truck will join the summer reading kickoff on June 14<sup>th</sup> at Commercial Club Park and will provide a portion of sales to the JKPL.
7. Furnishings, Art & Facilities Committee Report: None
  8. Marketing Committee Report
    - Review & Discussion of proposed changes to monthly reports.
  9. Personnel Committee Report
    - Full-time library staff completed the Job Analysis Questionnaire and have had meetings with the company performing the City of Dyersville's Classification and Compensation Study. Results expected late May or early June
  10. Finance Committee Report: None
  11. Policy Committee Report: None
  12. Strategic Planning Report: None
  13. Meetings and Training
    - Discussion of Who Are You Looking For? Diversity on Library Boards webinar.
    - Paul completed the Facilitation eCourse that is part of the LTC grant.
    - Dawn attended a LGBTQ 101 webinar.
  14. Oral Presentations: None
  15. Meade MOVED to "adjourn meeting at 7:18 P.M." Second by Kramer and CARRIED.  
Ayes: Kramer, O'Hea, English, Will, Meade, and Engelbrecht. Nays: None.

  
Catherine O'Hea