## James Kennedy Public Library Board of Trustees Minutes of the November 9, 2021 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, November 9, 2021 in the Hoffman room. Present: Sue Engelbrecht, Angela English, Marcus Ingles, Karen Kramer, Ray Kruse, Karen Tieskoetter, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Catherine O'Hea.

- 1. Board President Karen Kramer called the meeting to order at 6:03 pm
- 2. Consider approval of Agenda
  - Engelbrecht MOVED "Approval of agenda," and seconded by English
     Ayes: Engelbrecht, English, Ingles, Kramer, Kruse, Tieskoetter, Wiezorek, and Will
     Nays: None
     Motion CARRIED
- 3. Agenda Consent Calendar
  - Correspondence and Communication
  - Approve minutes of previous meetings: October 12, 2021
  - Approve October Librarian's report
  - Approve Bills
    - November bills
      - Dyersville Commercial help wanted bills that were missed
      - Revised Kanopy bill
    - Claims report for October
    - October and November credit card claims
      - Additional large-print book
  - Budget reports
    - October city report
    - October library report
  - Trust account reports
    - October bank statements
    - October balance report
    - Trust account expenditure report
    - October donations report
  - Program reports
    - October report of programs and attendance
    - O November schedule of events
    - O Schedule for upcoming programs
  - Contract use report
    - Statistics by resident area
    - Statistics by contract/service area
  - Grant report
    - O Status of grants applied for

- State Historical Society of Iowa HRDP Grant for microfilming and digitizing Dyersville Commercial has been completed and final report will be submitted soon.
- Theisens grant recipients will be announced in November
- o Grants that the JKPL applied for since last meeting none
- Friends of the Library report
- JKPL Endowment report
- Englebrecht MOVED "Approval of the consent items with bill additions and revision plus book purchase documented on credit card claims," and seconded by Ingles

Ayes: Engelbrecht, English, Ingles, Kramer, Kruse, Tieskoetter, Wiezorek, and Will

Nays: None

- Motion CARRIED
- 4. Discussion of current library operations and services
- 5. Update on Strategic Planning Process
  - Phone interviews completed
  - Focus group on December 5
  - January 13 (visioning) and January 18 (goal setting) at 6:00 pm
- 6. Update on Library Director Evaluation
  - Trustee evaluations to President by Nov 24
- 7. FY21 Iowa Public Library general information survey for the JKPL
- 8. FY21 JKPL Annual Report
- 9. Executive Committee report no report
- 10. Fundraising Committee report
  - Notes from November 3, 2021 meeting
- 11. Furnishings, Art, & Facilities committee report
  - Notes from email correspondence
- 12. Finance Committee report
  - Notes from email correspondence
  - Budget amendment request for capital and operational: Motion from the Committee to consider approval of FY22 Budget amendment requests of \$14,905 to the JKPL Operating Budget and \$28,000 to the JKPL Capital Budget.

Ayes: Engelbrecht, English, Ingles, Kramer, Kruse, Tieskoetter, Wiezorek, and Will

Nays: None Motion CARRIED

- 13. Marketing committee report
  - Notes from email correspondence
- 14. Personnel committee report No report
- 15. Policy committee report
  - Notes from November 4, 2021 meeting
    - Consider approval of JKPL Pandemic Interim Service Plan: Motion from the
       Committee to revise the plan to allow staff to provide refreshments at library-

sponsored events at staff discretion and with limitations to being sealed/prepackaged/controlled by staff or volunteers.

Ayes: Engelbrecht, English, Ingles, Kramer, Kruse, Tieskoetter, Wiezorek, and Will

Nays: None Motion CARRIED

- 16. Meetings and training
  - City council attendance
    - O December 6: Engelbrecht
  - Upcoming conferences
    - O State Library of Iowa Boardroom Session #3 Nov 17, 2021 at 6:00 pm
  - Recently attended
    - O Association for Rural and Small Libraries Oct 20-23, 2021
  - Oral presentations

## 17. Adjournment

Engelbrecht MOVED to adjourn and seconded by Ingles. Meeting ADJOURNED by Kramer at 7:03 pm.