

James Kennedy Public Library
Board of Trustees
Minutes of the November 11th, 2025 Regular Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, November 11th, 2025 in the Genealogy Room.

Present: Beth Gudenkauf, Beth Derr, Alex Wiezorek, Catherine O'Hea, Melissa Kane, Danelle Schroeder, Alycia Willenbring, Sally Kelly, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: Monika Steffen.

1. President Alex Wiezorek called meeting to order at 6:00 pm.

2. Consider Approval of Agenda

O'Hea MOVED "Approval of Agenda," seconded by Schroeder.

Ayes: Gudenkauf, Derr, Wiezorek, O'Hea, Kane, Schroeder, Willenbring, and Kelly.

Nays: None

Motion CARRIED

3. Consider Agenda Consent Calendar

- Correspondence & Communication
- Approve Minutes of Previous Meetings: October 14, 2025 Regular Meeting
- Approve October Librarian's Report
- Approve Bills:
 - November Bills
 - Claims Report for October
 - October & November Credit Card Claims
- Budget Reports
 - October City Report
 - October Library Report
- Trust Account Reports
 - October Bank Statements
 - October Balance Report
 - Trust Account Expenditure Report
 - October Donations
- Program Reports
 - October Report of Programs and Attendance
 - October WhoFi Program Overview
 - November Schedule of Events
 - Schedule for Upcoming Programs
- Grant Report – Nothing new to report.
- Friends of the Library Report – They will have their membership drive in October and want to discuss Venmo options with our fundraising/marketing committee. January book sale date confirmed.
- JKPL Endowment Report – reviewed summary of Fund Activity for September 2025
- Strategic Planning Report – Advised Dawn on one of her objectives.

- Committee Reports
 - Executive Committee – nothing new to report.
 - Finance Committee – The finance committee received and reviewed documents regarding the closing of FY25 Operating Budget. The City Clerk transferred \$9,921.40 from the Library Group Insurance Line. As a result of this transfer, the JKPL had a balance of \$14,479.12 unspent in FY24.
 - Fundraising, Marketing and Public Relations Committee – Discussed notes from virtual and in-person meetings.
 - Furnishings, Art & Facilities Committee – nothing new to report.
 - Personnel Committee – nothing new to report.
 - Policy Committee – Dawn has updated the Disaster Plan. Shirley has emailed this document for Committee review and consideration. Potential approval is included as an action item.

Willenbring MOVED “Approval of Agenda Consent Calendar,” seconded by Kane.

Ayes: Gudenkauf, Derr, Wiezorek, O’Hea, Kane, Schroeder, Willenbring, and Kelly.

Nays: None

Motion CARRIED

4. Update on Library Director Evaluation – nothing new to report.
5. Consider approval of FY25 JKPL Annual Report
Fundraising/Marketing Committee MOVED to “Approve the FY25 JKP Annual Report.” No second needed.

Ayes: Gudenkauf, Derr, Wiezorek, O’Hea, Kane, Schroeder, Willenbring, and Kelly.

Nays: None

Motion CARRIED

6. Consider Approval of updated JKPL Disaster Plan
Policy Committee MOVED to “Approve JKPL Disaster Plan.” No second needed.

Ayes: Gudenkauf, Derr, Wiezorek, O’Hea, Kane, Schroeder, Willenbring, and Kelly.

Nays: None

Motion CARRIED

7. Meetings and Training
 - City Council Attendance: December 1: Alex Wiezorek
 - Upcoming
 - Recently Attended
 - Trustee Training: Boardroom Series - The Top Five: Self-Evaluation of the Library Board's Core Functions scheduled for Thursday, November 20, 6:00 p.m. to 7:30 p.m.

8. Oral Presentations

9. Adjournment

O'Hea MOVED to adjourn, seconded by Derr. Meeting ADJOURNED by
Wiezorek at 6:33 pm.



Beth Gudenkauf, Secretary

12/9/2025
Date