

James Kennedy Public Library  
Board of Trustees  
Minutes of December 9, 2025, Regular Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, December 9, 2025, in the Hoffman Community Room. Present: Beth Derr, Alex Wiezorek, Catherine O'Hea, Melissa Kane, Danelle Schroeder, Monika Steffen, and Library Director Shirley Vonderhaar. Absent: Beth Gudenkauf, Alycia Willenbring, and Sally Kelly.

1. President Alex Wiezorek called meeting to order at 6:03 pm.
2. Catherine O'Hea appointed acting secretary by President Alex Wiezorek in Beth Gudenkauf's absence.
3. Consider Approval of Agenda  
Steffen MOVED "Approval of Agenda," seconded by Kane.  
Ayes: Derr, Wiezorek, O'Hea, Kane, Schroeder, and Steffen.  
Nays: None  
Motion CARRIED
4. Consider Agenda Consent Calendar
  - Correspondence & Communication
  - Approve Minutes of Previous Meetings: November 11, 2025 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 – Discussed items being purchased using LTC Grant funds. Additional LTC Grant opportunity is available and is being reviewed by the Library Director.
  - Friends of the Library Report – Nothing new to report
  - JKPL Endowment Report – reviewed summary of Fund Activity for October 2025.
  - Strategic Planning Report – Nothing new to report
  - Committee Reports
    - Executive Committee – nothing new to report.
    - Finance Committee – The Finance Committee shared report from December meetings with City Council members Tom Weshoff, Mike English, Mayor Jeff Jacque, and City Manager Mick Michel.

Meetings resulted in Michel being directed to include a \$10,000.00 budget amendment increase to the library as part of the upcoming City Budget Amendment process.

- Fundraising, Marketing and Public Relations Committee – Committee met prior to Regular meeting. Reviewed past and upcoming events. Seeking volunteers for soup fundraiser.
- Furnishings, Art & Facilities Committee – nothing new to report.
- Personnel Committee – nothing new to report.
- Policy Committee – nothing new to report.

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

Ayes: Derr, Wiezorek, O'Hea, Kane, Schroeder, and Steffen.

Nays: None

Motion CARRIED

5. Update on Library Director Evaluation – Evaluations were sent to trustees to complete. O'Hea waiting for all to be returned.

6. Consider approval of Library Director Request for payout of one (1) week of outstanding vacation time.

O'Hea MOVED "Approval of Library Director Request for payout of one (1) week of outstanding vacation time," seconded by Steffen.

Ayes: Derr, Wiezorek, O'Hea, Kane, Schroeder, and Steffen.

Nays: None

Motion CARRIED

7. Meetings and Training

- City Council Attendance: January 5: Melissa Kane
- Upcoming
- Recently Attended
- Trustee Training

8. Oral Presentations - None

9. Adjournment

Steffen MOVED to adjourn, seconded by Derr. Meeting ADJOURNED by Wiezorek at 6:27 pm.



Catherine O'Hea, Acting Secretary

1/13/2020  
Date