

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

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, January 10, 2024, in the JKPL Hoffman Room. Present: Kami Boffeli, Sue Engelbrecht, Beth Gudenkauf, Sally Kelly, Ray Kruse, Catherine O’Hea, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: none.

1. Board President O’Hea called the meeting to order at 6:01 pm.

2. Consider approval of Agenda

Kruse MOVED “Approval of Agenda” seconded by Gudenkauf.

Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O’Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

3. Agenda Consent Calendar

- Correspondence and Communication
- Approve minutes of previous meeting: December 13, 2023 regular meeting
- Approve December Librarian’s report
- Approve bills
 - January bills
 - Claims report for December
 - December and January credit card claims
- Budget reports
 - December city report
 - December library report
- Trust account reports
 - December bank statements
 - December balance report
 - Trust account expenditure report
 - December donations
- Program reports
 - December report of programs and attendance
 - December WhoFi program overview
 - January schedule of events
 - Schedule for upcoming programs
- Grant report
- Friends of the Library report
- JKPL Endowment report
- Quarterly contract use reports
 - Statistics by city/residence area
 - Statistics by contract/service area

Gudenkauf MOVED “Approval of Agenda Consent” seconded by Kruse.

Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O’Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

4. Library Director evaluation

- Gudenkauf reported on the results of the evaluations provided by each Board member and her meeting with Shirley.
- Gudenkauf, O’Hea and Shirley signed the official review and it will be placed in Shirley’s personnel file.

5. Executive committee report — no report

6. Fundraising committee report

- Notes January 3, 2024 meeting

7. Furnishings, Art, & Facilities committee report

- Update on projects and priorities

8. Marketing committee report — no report

9. Personnel committee report

- Notes from electronic meeting in January
- FY25 personnel budget recommendation

10. Finance committee report

- Notes from January 8, 2024 meeting
- JKPL FY23 year-end city and library reports
- Consider Approval of FY25 Library Operating budget request
Committee MOVED to approve the FY25 Operating budget request of \$552,945.00, no second needed.
Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O’Hea, Wiezorek, and Will
Nays: None
Motion CARRIED
- Consider Approval of FY25 Library Trust account budget request
Committee MOVED to approve the FY25 Trust account budget request of \$40,000.00, no second needed.
Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O’Hea, Wiezorek, and Will
Nays: None
Motion CARRIED
- Consider Approval of FY25 Library Capital Projects request
Committee MOVED to approve the FY25 Capital projects request of \$30,000.00, no second needed.
Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O’Hea, Wiezorek, and Will
Nays: None
Motion CARRIED

11. Policy committee report — no report

12. Strategic planning report

- Update from ad hoc committee

13. Meetings and trainings

- City Council
 - Feb 5: Boffeli
- Upcoming
 - Jan 25: ILOC
- Recently attended
- O'Hea declared next regular board meeting to be at 6:00 pm on Tuesday, Feb 13

14. Oral presentations

15. Adjournment

- Gudenkauf MOVED to adjourn seconded by Kelly. Meeting ADJOURNED by O'Hea at 7:24 pm.



Danielle Will, Secretary