

**James Kennedy Public Library
Board of Trustees
Minutes of the September 13, 2023 Regular Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, September 13, 2023 in the Hoffman Room. Present: Beth Gudenkauf, Sally Kelly, Ray Kruse, Catherine O'Hea, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Kami Boffeli, Sue Engelbrecht.

1. Board President Catherine O'Hea called the meeting to order at 6:01 pm.
2. Consider approval of Agenda
 - Kruse MOVED "Approval of Agenda" seconded by Wiezorek.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
3. Agenda Consent Calendar
 - Correspondence and Communication –
 - A resignation letter, effective September 1, 2023, was received from Karen Kramer.
 - Approve minutes of previous meeting: August 9, 2023 regular meeting
 - Approve August Librarian's report
 - Approve bills:
 - September bills
 - Claims report for August
 - August and September credit card claims
 - Budget reports
 - August city report
 - August library report
 - Trust account reports
 - July bank statements
 - July balance report
 - July donations
 - August bank statements
 - August balance report
 - FY24 trust account expenditure report
 - August donations
 - Program reports
 - August report of programs and attendance
 - August WhoFi program overview
 - Children's Summer Reading Program final report
 - Young Adult Summer Library Program final report
 - September schedule of events
 - Schedule for upcoming programs
 - Grant report
 - Friends of the Library report
 - \$705 earned from book sale
 - ~\$1,500 from bus trip

- Next meeting: Nov 13
- JKPL Endowment report
 - Gudenkauf MOVED "Approval of Agenda consent" seconded by Wiezorek.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
- 4. Discussion and possible action on setting the day and time for the regular monthly meeting of the Board of Trustees of the James Kennedy Public Library
 - Wiezorek MOVED to keep meetings on the second Wednesday of the month at 6:00 pm, seconded by Gudenkauf.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
- 5. Executive committee report — no report
- 6. Finance committee report
 - Consider approval of FY24 budget allocation
 - The committee recommends allowing the Library Director to use the funds as indicated without further approval from the board. Since coming from committee, the motion does not need a second.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
- 7. Fundraising committee report
 - Notes from September 5, 2023 committee meeting
 - There is a vacancy on the committee with Karen Kramer's resignation
- 8. Furnishings, Art, & Facilities committee report
 - Lease agreement for multipurpose copier, printer, fax machines for city hall, police department and library
 - Proposal going to the City Council this month for a 60-month lease
- 9. Marketing committee report
 - Notes from August 30, 2023 committee meeting
- 10. Personnel committee report
 - Updated organizational chart
- 11. Policy committee report
 - Consider approval of revised Collection Development Policy
 - The committee recommends the revisions proposed to the Collection Development Policy. No second needed since motion comes from committee.
 - Ayes: Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED

12. Strategic planning report

- Status of objectives of current Strategic Plan
- Discussion and possible action on process to review and update Strategic Plan
 - The consensus of the group was to proceed with formally updating the plan in January or February 2024 utilizing a process facilitated by Becky Heil.

13. Meetings and training

- Upcoming
 - ARSL
 - Library Director Shirley Vonderhaar attending in Wichita next week
 - ILA
 - Kelly, O'Hea, Wiezorek, and Will attending
 - Assistant Library Director Dawn Schrandt, Young Adult Librarian Paul Zurowski, Children's Librarian Christa Palm, and Clerk Brian Alm attending as well
- Recently attended
 - Discussion from Dubuque County agency meeting on September 7, 2023.

14. Oral presentations

15. Adjournment

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


Danielle Will, Secretary