

James Kennedy Public Library
Board of Trustees
Minutes of the March 13, 2024 Regular Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, March 13, 2024 in the Hoffman Room. Present: Kami Boffeli, Beth Gudenkauf, Sally Kelly, Catherine O’Hea, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Ray Kruse.

1. Board President O’Hea called the meeting to order at 6:00 pm.
2. Consider approval of Agenda
 - Gudenkauf MOVED “Approval of Agenda” seconded by Wiezorek.
 - Ayes: Gudenkauf, Kelly, O’Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
3. Agenda Consent Calendar
 - Correspondence and Communication
 - Approve minutes of previous meeting: February 13, 2024 regular meeting
 - Approve February Librarian’s report
 - Approve bills
 - March bills
 - Claims report for February
 - February and March credit card claims
 - Budget reports
 - February city report
 - February library report
 - Trust account reports
 - January bank statements
 - January balance report
 - January donations
 - February bank statements
 - February balance report
 - Trust account expenditure report
 - February donations
 - Program reports
 - February report of programs and attendance
 - February WhoFi program overview
 - March schedule of events
 - Schedule for upcoming programs
 - Grant report
 - Awarded
 - Project to improve services to the neurodivergent community - \$10,000 grant from American Library Association – Libraries Transforming Communities Grant
 - Paint Iowa Beautiful (2023 recipient)
 - In Process
 - Paint Iowa Beautiful (2024)

- STEM Scale Up
- Friends of the Library report
- JKPL Endowment report

Gudenkauf MOVED "Approval of Agenda Consent" seconded with a correction that the February meeting was missing the January bank statements, the January balance report, and the January donations; seconded by Wiezorek
 Ayes: Boffeli, Gudenkauf, Kelly, O'Hea, Wiezorek, and Will
 Nays: None
 Motion CARRIED

4. Executive committee report — no report

5. Fundraising committee report

- Notes from March 5, 2024 meeting

6. Furnishings, Art, & Facilities committee report — no report

7. Marketing committee report — no report

8. Personnel committee report — no report

9. Finance committee report

- FY25 budget proposal update - City is planning on appropriating \$540,000 for the JKPL operating budget, \$40,000 for Trust account, and \$30,000 for capital expenses.

10. Policy committee report

- Consider approval of revised Trustee job description
 - Reflect change in regular meeting day from Tuesday to Wednesday
 - Changes to reflect that this is a volunteer position

The Policy committee MOVED "Approval of revised Trustee job description" to the revised Trustee Roles and Responsibilities, so no second needed.

Ayes: Boffeli, Gudenkauf, Kelly, O'Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

11. Strategic planning report

- Notes from February 8, 2024 work session
- Consider approval of updated Library Service Responses and Goals

Will MOVED "Approval of updated Library Service Responses, including a LSR of Literacy for All" with goals to be reconsidered for next month, seconded by Kelly.

Ayes: Boffeli, Gudenkauf, Kelly, O'Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

12. Meetings and trainings

- City Council
 - April 1: Wiezorek
- Upcoming

- Catherine will attend the March 21: Public Libraries of Dubuque County Agency
- Shirley to virtually attend Libraries Transforming Communities orientation and training
- April 27: Paul and Christa to attend the Youth Mental Health First Aid session in the JKPL is hosting
- Recently attended
 - March 1: All staff attended State Library customer service session
 - March 4: Five staff attended a social and emotional learning session by St. Mark's
 - Virtual: Paul attending programming training for the eclipse; Dawn attending collection development sessions

13. Oral presentations

- Discussion of vacancies on the JKPL Board of Trustees

14. Adjournment

Wiezorek MOVED to adjourn seconded by Gudenkauf. Meeting ADJOURNED by O'Hea at 7:11 pm.



Danielle Will, Secretary