

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

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

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

2. Consider approval of Agenda

Kelly MOVED “Approval of Agenda” seconded by Wiezorek.

Ayes: Boffeli, Kelly, O’Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

3. Agenda Consent Calendar

- Correspondence and Communication
 - Card from the Abbe Center
- Approve minutes of previous meeting: November 8, 2023 regular meeting
- Approve November Librarian’s report
- Approve bills
 - December bills
 - Claims report for November
 - November and 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
 - December schedule of events
 - Schedule for upcoming programs
- Grant report
- Friends of the Library report
- JKPL Endowment report

Wiezorek MOVED “Approval of Agenda Consent” seconded by Kelly.

Ayes: Boffeli, Kelly, O’Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

4. Library Director evaluation

- Will complete before next board meeting

5. Consider approval of Library Director request for payout of one (1) week of outstanding vacation time
 - Will MOVED to approve Library Director request for payout of one (1) week of outstanding vacation time, seconded by Wiezorek.
 - Ayes: Boffeli, Kelly, O’Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
6. Executive committee report — no report
7. Finance committee report
 - JKPL FY23 Year-End City and Library Reports – no update
8. Fundraising committee report
 - Notes from December email committee discussion
9. Furnishings, Art, & Facilities committee report
 - Update on projects and priorities
10. Marketing committee report — no report
11. Personnel committee report — no report
12. Policy committee report
 - Consider approval of Revised Constitution and Bylaws
 - Committee MOVED to approve Revised Constitution and Bylaws moving board meetings to Wednesdays, no second needed.
 - Ayes: Boffeli, Kelly, O’Hea, Wiezorek, and Will
 - Nays: None
 - Motion CARRIED
13. Strategic planning report
 - Review process to update plan and appointment of committee
 - O’Hea appointed Will and Boffeli
14. Meetings and trainings
 - City Council
 - Jan 2: Kruse
 - Upcoming
 - Jan 25: ILOC
 - Recently attended
15. Oral presentations
16. Adjournment
 - Will MOVED to adjourn seconded by Kelly. Meeting ADJOURNED by O’Hea at 7:13 pm.


Danielle Will, Secretary