

**James Kennedy Public Library**  
**Board of Trustees**  
**Minutes of the April 11, 2023 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, April 11, 2023 in the Hoffman Room. Present: Kami Boffeli, Sue Engelbrecht, Beth Gudenkauf, Sally Kelly, Ray Kruse, Catherine O'Hea, Alex Wiezorek, Danielle Will, Assistant Library Director Dawn Schrandt, and Library Director Shirley Vonderhaar. Absent: Karen Kramer

1. Board President Catherine O'Hea called the meeting to order at 6:00 pm.
2. Consider approval of Agenda

Will MOVED "Approval of Agenda" seconded by Kelly.

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

Nays: None

Motion CARRIED

3. Agenda Consent Calendar

- Correspondence and Communication
  - Kim Benton-Hermsen email regarding retirement date of August 31, 2023
- Approve minutes of previous meeting: March 14, 2023 regular meeting
- Approve March Librarian's report
- Approve bills:
  - April bills
  - Claims report for March
  - March and April credit card claims
- Budget reports
  - March city report
  - March library report
- Trust account reports
  - March bank statements
  - March balance report
  - Trust account expenditure report
  - March donations report
- Program reports
  - March report of programs and attendance
  - March WhoFi program overview
  - April schedule of events
  - Schedule for upcoming programs
- Quarterly contract use reports
  - Statistics by city/residence area
  - Statistics by contract/service area
- Grant report
  - JKPL awarded a Paint Iowa Beautiful award of 8 gallons paint for StoryWalk and/or library interior
    - Must be purchased and used, and information submitted, by December 31, 2023
- Friends of the Library report
  - Notes from Friends April meeting
- JKPL Endowment report

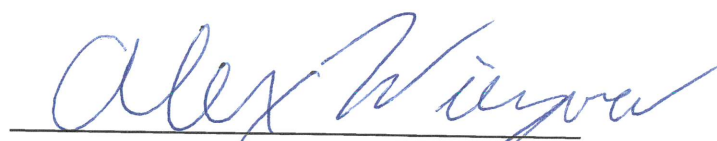
Kruse MOVED "Approval of the consent items," seconded by Wiezorek.  
Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will  
Nays: None  
Motion CARRIED

4. Discussion of current library operations and services
5. Executive committee report — no report
6. Fundraising committee report
  - o Notes from April 3, 2023 meeting
7. Furnishings, Art, & Facilities committee report
  - o Update on projects and priorities
8. Marketing committee report
  - o Next meeting: April 18, 2023
9. Personnel committee report
  - o Custodian contract available
10. Finance committee report
  - o FY24 budget discussion
11. Policy committee report
  - o Consider approval of updated Service Hours
  - o Consider approval of Meeting Room Use Policies
  - o Consider approval of Multimedia Equipment Use Policy

Motion from the committee to approve all three policies. Since these recommendations come from the committee, no second is needed. Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kruse, O'Hea, Wiezorek, and Will  
Nays: None  
Motion CARRIED

12. Strategic planning report — no report
13. Meetings and training
  - o City council attendance
  - o Upcoming
    - May 1: Boffeli
  - o Recently attended
    - March 16: Public Libraries of Dubuque County Agency meeting
      - Attended by Shirley and Catherine
    - Devin attended STEM training
  - o Trustee training
14. Oral presentations
15. Adjournment

Engelbrecht MOVED to adjourn seconded by Kruse. Meeting ADJOURNED by O'Hea at 7:06 pm.

  
Danielle Will, Secretary  
Alex Wiezorek  
Assistant to the  
Secretary