

September 19, 2016

Board President Larry Jirsak called the meeting to order at 3:35 p.m. in the library board room with the following members present: Larry Jirsak, Lori Dahl, and Connie Schmeichel. Also present were Library Director Tina Walker and Senior Office Associate Tracy Parr. Tracy will be recording the meeting minutes.

The meeting was preceded by publicized notice in the Fremont Tribune and the agenda displayed in the municipal building, the Keene Memorial Library, online at www.fremontne.gov/library and distributed and emailed to the Library Board members on September 12, 2016 and is open to the public. A copy of the open meeting law is posted continually for public inspection and is located near the entrance to the Board Room.

Board Member Schmeichel moved to approve the minutes of the regular meeting on August 15, 2016, Board Member Dahl seconded the motion. Carried.

Library Staff Member Visit – Introduction of Elisa Cruz

Unfinished business – The need to find a new board member to, discussion was had about contacting Friends of the Library members by email.

Also discussed was the idea of doing an introduction to our new director on our website.

New Business – The need for continuing education to be done by our Board members. Suggestion is for them to go to NLA Oct. 19-21st. Board members would like a schedule of what is going on on what dates for NLA, and it is due to be emailed to them by either Tina or Tracy.

Telephone Policy: Changes to our phone policy concerning only allowing calls to be made when someone needs to ask for a ride and us not looking all over the library for patrons when someone calls in asking if someone is here.

Security Gates: The gates are in working condition, however no magnetic strips have been put in books and other materials for check out since Janet shut the security gates down. Janet also cancelled the maintenance contract with 3M at the same time. The Board approves of turning the gates back on and getting the magnetic strips put back all new materials as well as the items that have been brought in while the gates were shut down.

Director's Report –

NEWS

We have several building and ground issues:

- The west canopy needs to be repaired and is in the process of being fixed.
- The red fire lanes got repainted as well as the yellow curbs and white parking lines.
- The boiler crack has been repaired, however boiler 1 broke last week & it will be repaired.
- We have giant holes developing in the lawn on the west side of the building and the City believes we have broken sewer or drain lines. They will be sending a camera down and then possibly digging up the west side lawn.
- Painting of the Children's Dept. is done and the shelves are back on the wall, books are being moved back today.

The door counters were replaced at no costs from the company as they were under warranty. We will have stats next month. Tina had Kelly test the security gates, and both of them are working with the stand alone checkout system. I have to review the process for putting security strips in materials before we move any farther with this project.

Tina has a meeting with the Trust folks to discuss the trusts and how things work. She also has a meeting set with Jeff Arnold this week and then the full board next week. Jeff has left Pinnacle and is now mostly working in Lincoln.

Our priority project in-house for January is a full inventory of the library. Our catalog is in complete disarray. We have to start from scratch with an inventory.

The microfilm scanner has been replaced and the new computer has been set up. The Genealogy group has made several comments about the improved functionality. The new self-checkout will be ordered after Oct. 1st.

Tina's main project for the year is George Lawson's Assessment Report and getting Council approval to move forward with a capital campaign to raise funds for an expansion to the east. This will be her main focus for the next 12 months most likely: planning, drawings, discussions and reporting.

PERSONNEL

We currently are hiring for two 20-hour library aides and a 30-hour Library Asst. Our librarian I position was accepted by Elisa Cruz from Omaha. She comes to us as a bilingual interpreter and has experience with SirsiDynix-Horizon. She will be completing her MLS next year from San Jose State University. Tina worked with her previously at Kearney Public Library.

We have lost both of our janitors and have a temporary filling in from Premier. We have 1 job posted at this time. The other is in limbo.

Friends of the Library's Report – None Presented

With no further business, meeting was adjourned at 4:50 p.m.

(Signed) by Tina Walker, Library Director