

Keene Memorial Library Board Meeting  
City Council Chambers, 2<sup>nd</sup> Floor/ Online via ZOOM  
400 E. Military Ave, Fremont NE  
6:30 P.M.  
October 19, 2020  
Minutes

Held at the City Council Chambers, 2<sup>nd</sup> Floor and online via ZOOM. Board President Larry Jirsak called the meeting to order at 6:30pm.

**Roll Call**

The following members were present: Earl Underwood and Tom Adamson & Amanda Moenning. Larry Jirsak was on Zoom, Shari Kment was absent. Also present was Laura England-Biggs, Acting Library Director. Senior Office Associate Tracy Parr will be recording the meeting minutes.

**Notice of Meeting and Agenda**

The meeting was preceded by publicized notice in the Fremont Tribune and the agenda is posted in the Administration Office at Keene Memorial Library, 1030 North Broad Street and online at [www.fremontne.gov/library](http://www.fremontne.gov/library) and distributed. A copy of the open meetings law is posted continually for public inspection and is located near the entrance of the meeting rooms.

**Agenda**

Motion to adopt current agenda for October 19, 2020 regular meeting. Board Member Adamson moved, seconded by Board Member Underwood to adopt the agenda for October 19, 2020 Library Board Meeting. Ayes: Underwood, Adamson, and Moenning. Board Member Kment was absent. Motion carried.

**Reading of Minutes**

Board Member Underwood moved to dispense with and approve the September 21, 2020 minutes, seconded by Board Member Moenning. Ayes: Underwood, Adamson & Moenning. Board Member Kment was absent. Motion carried.

**Unfinished Business**

1. Policy Manual – Acting Director Laura England-Biggs informed the Library Board that there is a form missing for when a patron is asked to leave the library that has to be run by legal. She also found a few typos at the last moment. Board Member Underwood asked what the procedure is if we need or want to revise something down the road. Acting Director England-Biggs stated that she believes we would need to draft changes, bring to the Library Board for approval & once it's approved take it to City Council for a final approval. City Attorney Molly Miller stated that if staff or a Library Board Member finds something that needs to be changed in the future, either one can bring to the Library Board's attention to be looked at. She went on to say pieces can be edited and changed without having to alter the entire document. Board Member Underwood asked if we know of something at this moment that needs addressed do we need to wait for the entire document to be finished or can it be done now. Acting Director England-Biggs said that between now & the next meeting she will address any concerns mentioned. Board Member Underwood had two concerns. One was the minimum age of children to be left alone unsupervised by an adult in the library and that no weapons are allowed in the library. His concern with weapons was that would include law enforcement. Acting Director England-Biggs said as far as she can remember it's only concealed weapons. ACA Shane Wimer stated that would negate detectives. No action was taken.

**New Business**

1. Future Board Appointments – Acting Director Laura England-Biggs stated that she approached the Mayor on how he wants to handle that & he would prefer to let the new Mayor re-appoint or make any appointment decisions following the election. Board Member Adamson questioned if a re-appointment would be a fairly quick process vs. when someone new is appointed. Both Acting Director England-Biggs and ACA Wimer spoke about the process. ACA Wimer said that with a re-appointment there is no interview or seeking someone new out, it's just the Mayor asking the Library Board Member if they would like to serve for another 4 years & then it goes on to the next City Council agenda to get their approval. The difference with a new appointment is the mayor has to seek a candidate out, interview them & once he's made his decision it goes on to City Council. City Attorney Molly Miller shared her concern about the two board member's terms ending and their ability to participate in meetings. She wants to look at code once the term has ended to see if they can legally vote or if it will cause any other issues. ACA Wimer also

mentioned that at the last City Council meeting the Council agreed to do this across the board for all appointments for the Mayor & that City Attorney Molly Miller can look into if it will have any effect on those Library Board Members from voting or anything else. No action was taken.

## Reports

1. Friends of the Library Report
  - a. Acting Director Laura England-Biggs spoke on a report given to her by Friends of the Library Board President Denise Kay. She stated that they are working on community involvement & social media strategies with Strawhecker. The removal of the 2 houses on library property has been delayed until November 1<sup>st</sup>. They are working on establishing a fundraising and steering committee again for the expansion project. She also mentioned that Tetrad Property Group was hired as the Owners Rep for the expansion project. The Friends are working on promoting memberships by recruiting past members with a post card mailing and they have updated their Friends of Keene Memorial Library webpage. Also mentioned was the upcoming Red Cross Blood Drive in the library parking lot that will be held Saturday November 14<sup>th</sup> from 10 am – 4 pm. No action was taken.
  - b. Expansion – Acting Director Laura England-Biggs stated that the expansion report was blended in with the Friends of the Library report. No action was taken.
2. Finance - Library Expenditures Report. No action was taken.

With no further business, motion to adjourn was made at 7:07 p.m. with Board Member Underwood making the motion and Board Member Adamson seconding it. Motion carried.

Next meeting will be held at the City Council Chambers, 2<sup>nd</sup> Floor/ Online via ZOOM, on November 16, 2020 at 6:30 pm.

Prepared by Tracy Parr, Library Senior Office Associate

Signed by Tom Adamson, Library Board Secretary