

Keene Memorial Library Board Meeting
City Council Chambers, 2nd Floor/ Online via ZOOM
400 E. Military Ave, Fremont NE
6:30 P.M.
November 16, 2020
Minutes

Held at the City Council Chambers, 2nd 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, Tom Adamson, Shari Kment & Amanda Moenning. Larry Jirsak was on Zoom. Also present was Laura England-Biggs, Interim 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 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 November 16, 2020 regular meeting. Board Member Adamson moved, seconded by Board Member Underwood to adopt the agenda for November 16, 2020 Library Board Meeting. Ayes: Underwood, Adamson, Kment and Moenning. Motion carried.

Reading of Minutes

Board Member Adamson moved to dispense with and approve the October 19, 2020 minutes, seconded by Board Member Underwood. Ayes: Underwood, Adamson, Kment & Moenning. Motion carried.

Unfinished Business

1. Policy Manual – Policy manuals were emailed and given to each of the Library Board Members to look over and review for discussion at the December meeting. No action was taken.

New Business

Presentation of proposed revisions to Municipal Code Section 3 Article 7 – Discussion was had as to exactly what changes are being proposed and Interim Director Laura England-Biggs let the Board know that if they approve of the proposed changes it would go to City Council the 2nd meeting in December for their approval. Proposed changes are to get rid of outdated language, change books to material to cover everything the library has to offer, removing reading rooms from section 3-704 and in section 3-705 (h) instead of Commission changing the wording to Library Board. Board Member Underwood moved to recommend to City Council the proposed revisions to Municipal Code Section 3 Article 7, seconded by Board Member Adamson. Ayes: Underwood, Adamson, Kment & Moenning. Motion carried.

Reports

1. Library Director's Report / Expansion Report
 - a. Interim Director Laura England-Biggs reported that the library staff attended a meeting on Sunday October 25th and that there was good discussion on policies and procedures, how things are going and got feedback from staff on those topics. She reported on the blood drive the library hosted the past Saturday November 14th and that we were able to collect 12 units for the Red Cross. On the topic of the expansion project she spoke on behalf of Denise Kay the Friends of the Library Board President. There was an architect walk through on November 5th with five firms that were pre-selected by the Owner's Rep Company Tetrad. Proposals were reviewed over the weekend and a selection of the top two that she said they hope to interview Wednesday November 18th. Board Member Kment asked if the plans for the expansion were changing and Interim Director Laura England-Biggs stated that they were. The original plans were a little too much library and that we need to scale it back in order to be more in line with what we can fundraise to meet. The original plans were for a 12 million dollar project the new target is for 9.4 million based on the square footage costs we are looking at. New plans should be coming in the next few months. Library Board President Jirsak asked who will make the final decision on what the final plans are. City Attorney Molly Miller stated that because the property is city owned it would ultimately be City Council who would make the final decision. Discussion was had as to the Library Boards involvement and it was stated by Interim Director Laura England-Biggs that she

hopes to run it through the Library Board to make a recommendation to the City Council. The houses that share the block with the library are down and they are in the process of filling in the basements. Ryan Strawhecker and Interim Director Laura England-Biggs did a presentation for the Fremont Area Community Foundation on November 4th.

- b. Upcoming event is the library's annual Holiday Tree Lighting on Thursday November 19th at 6pm. This will be done on Facebook live starting at 5:50 pm, there will be no in person event this year due to Covid. No action was taken.
2. Friends of the Library Report
 - a. Interim Director Laura England-Biggs spoke on behalf of Friends of the Library Board President Denise Kay. They are continuing to recruit former members back by sending postcards. The Friends are still hopeful that they will be able to have the book sale in March. No action was taken.
3. Finance - Library Expenditures Report. Board Member Underwood had questions about Other Contractual Services and Dues and Subscription and why it seems more was spent than was budgeted. Interim Director Laura England-Biggs stated that part of the reason we look over-encumbered is because a large number of 2019/2020 purchase orders had not been cancelled at the time of the report due partially to the fact that we were still receiving against some of them. A motion was made by Board Member Underwood to accept the Library Expenditures Report, but City Administrator Brian Newton said it wasn't needed. Motion was then withdrawn. No action was taken.

With no further business, motion to adjourn was made at 7:00 p.m. with Board Member Adamson making the motion and Board Member Kment seconding it. Ayes: Underwood, Adamson, Kment & Moenning. Motion carried.

Next meeting will be held at the City Council Chambers, 2nd Floor/ Online via ZOOM, on December 21, 2020 at 6:30 pm.

Prepared by Tracy Parr, Library Senior Office Associate

Signed by Tom Adamson, Library Board Secretary