

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.  
September 21, 2020

AGENDA

Join Zoom Meeting Monday September 21st at 6:30 pm

<https://zoom.us/j/97327242568?pwd=NVV5bzRUOXN2Vm0vakxiZnA2OFQrZz09>

Meeting ID: 973 2724 2568

Passcode: 473179

One tap mobile

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Dial by your location Find your local number: <https://zoom.us/u/ab90lOnybn>

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1. Call to Order/Notice of Meeting
2. Roll Call
3. Motion to adopt current agenda for September 21, 2020 regular meeting agenda
4. Dispense with and approve August 17, 2020 and August 22, 2020 minutes.
5. Unfinished Business
  - a. Policy Manual – At legal for editing, review by HR. Should be ready for final Board review in October, go to Council in November
6. New Business
  - a. Staffing Update – OPEN positions - Library Aides (4), Spencer Blocker resigned as Library Aide 20 hours due to FT job offer, and discussion of COVID effects on Library Services, patrons, and staff
7. Reports
  - a. Friends of the Library Report
    - i. Pop Up Book Nook
    - ii. Expansion Project – Owner’s Rep contract going to Council Sept. 29. RFQ for architects this fall. House removal approved at Sept 8 Council meeting for \$15,950. Working with Troy Schaben to schedule and coordinate payment.
  - b. Finance-Library Expenditures Report (attachment)

Next Meeting October 19, 2020 6:30pm – location TBD

Agenda posted online at [www.fremontne.gov/library](http://www.fremontne.gov/library) and emailed to Library Board members on September 15, 2020. This meeting is preceded by publicized notice in the Fremont Tribune and the agenda is displayed in the Administration Office at Keene Memorial Library, 1030 North Broad Street. A Copy of the Open Meeting Law is posted at the entrances of the meeting rooms. The Library Board reserves the right to go into Executive Session at any time. The Library Board reserves the right to adjust the order of items on this agenda.

DRAFT

Keene Memorial Library Board Meeting  
Library East Building/Online via Zoom  
1030 N. Broad St., Fremont NE  
6:30 P.M.  
August 17, 2020  
Minutes

Held at the Keene Memorial Library East Building and online via ZOOM. Board President Larry Jirsak called the meeting to order at 6:30pm.

### **Roll Call**

The following members were present: Larry Jirsak, Earl Underwood and Tom Adamson, Shari Kment, and Amanda Moenning. Also present was Tina Walker, Library Director (taking 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 August 17, 2020 regular meeting. Board Member Adamson moved, seconded by Board Member Kment to adopt the agenda for August 17, 2020 Library Board Meeting. Ayes: Jirsak, Underwood, Adamson, Kment, and Moenning. Motion carried.

### **Reading of Minutes**

Board Member Underwood moved to dispense with and approve the July 20, 2020 minutes, seconded by Board Member Adamson. Ayes: Jirsak, Underwood, Kment, Moenning & Adamson. Motion carried.

### **Unfinished Business**

1. Library Board Appt – Amanda Moenning – Director Walker advised that Amanda Moenning was approved by the mayor and city council.
2. Policy Manual – Director Walker advised the manual is still being editing/finding additions. It will be sent to legal for review after edits are made and then be brought back to board for review before going to council.
3. Strategic Planning / Technology 3-Year Plan – August 22<sup>nd</sup> at 10:00 am – Director Walker advised the planning session would be Saturday at 10:00 am the east building. The session is open to the public and will be a long-term planning session for strategic planning and technology planning.
4. A Trust Closure Form – Director Walker advised that legal advised that since the Library Board moved from governing to advising since the Trust was created, the city was the legal entity that would handle the form for the A Trust group to disband the Trust. This is now a city admin and city council issue.

### **New Business**

1. Staffing Update – Director Walker advised we still have open positions - Library Tech Specialist and Library Aides (3) still available after we hired Spencer Blocker for Library Aide 20 hours. The LTS interviews are August 19-21 and hopefully will have someone hired the following week. Discussion was held on the number of applications for the Aide positions. Director Walker advised that the article in the paper must have helped because there is a slew of applicants. Discussion was held on COVID effects on Library Services, patrons, and staff.
2. Reduced Hours – Director Walker advised we are now closing Thursdays at 5:30 pm and not open Sundays – at least until Labor Day or we get enough staff to cover the hours. Even when we get new hires, they take weeks to train, so this will extend our shortened hours.

### **Reports**

1. Friends of the Library Report
  - a. Book Sale- Brief discussion that the book sale will be March 2021. Elisa Cruz is working on a “pop-up Book Nook” for Labor Day weekend, Saturday and Sunday, on the east lawn. This will be donations only and a random selection of books to try and thin out the overstock we have currently. The money will go to the Friends of Keene Memorial Library.
  - b. Expansion – Director Walker advised that the RFQs are out for the candidates and interviews are scheduled for next week.
2. Finance - Library Expenditures Report. No action was taken.

With no further business, motion to adjourn was made at 7:03 p.m. with Board Member Underwood making the motion and Board Member Kment seconding it. Motion carried.

Next meeting will be held at the library, in the East Building, on September 20, 2020 at 6:30 pm.

Prepared by Tina Walker, Library Director

Signed by Tom Adamson, Library Board Secretary

DRAFT

Keene Memorial Library Board Meeting  
Library East Building  
1030 N. Broad St., Fremont NE  
10:00 A.M.  
August 22, 2020  
Minutes

Held at the Keene Memorial Library East Building. Board President Larry Jirsak called the meeting to order at 10:00 am.

**Roll Call**

The following members were present: Larry Jirsak, Earl Underwood and Tom Adamson, Shari Kment, and Amanda Moenning. Also present was Tina Walker, Library Director (taking 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 August 22, 2020 regular meeting. Board Member Adamson moved, seconded by Board Member Underwood to adopt the agenda. Ayes: Jirsak, Underwood, Adamson, Kment, and Moenning. Motion carried and agenda adopted.

**Unfinished Business**

1. Strategic Planning / Technology 3-Year Plan – August 22<sup>nd</sup> at 10:00 am – Director Walker led the strategic planning session. Staff discussed previous Strategic Planning reports and established edits to the previous plan.

With no further business, motion to adjourn was made at 12:00 p.m.

Next regular meeting will be held at the library, in the East Building, on September 21, 2020 at 6:30 pm.

Prepared by Tina Walker, Library Director

Signed by Tom Adamson, Library Board Secretary

**NLFS001 Auditors Trial Balance**

Accounting Period: 12/2020

Fund(s): 001 - General Fund

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**Fund: 001 - General Fund**

Account	Account Description	8/10- 9/14/2020	FYTD through 9/14/2020	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	200.00	2,400.00	2,500.00	1,400.00	(1,300.00)	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements		21,525.39	21,000.00		(525.39)	19,638.90	25,128.57
001-2031-419.30-55	Software		4,885.56	5,000.00		114.44	4,694.20	4,038.01
001-2031-419.30-56	Parts/Mach & Equipment		474.41	15,000.00		14,525.59	5,763.14	507.67
001-2031-455.10-10	Salaries/Wages	36436.68	430,529.73	548,645.00		118,115.27	513,512.91	487,025.51
001-2031-455.10-14	Health Insurance	7051.53	85,050.08	114,496.00		29,445.92	127,969.51	137,575.49
001-2031-455.10-15	Overtime Wages	199.51	1,041.21	2,000.00		958.79	1,059.46	1,380.34
001-2031-455.10-22	FICA/Medicare	2606.42	31,752.24	40,483.00		8,730.76	37,821.63	35,445.29
001-2031-455.10-23	Pension	1396.50	16,416.92	21,557.00		5,140.08	20,387.66	18,994.82
001-2031-455.10-24	Tuition Reimbursement							
001-2031-455.20-11	Postage & Printing		2,400.00	5,200.00	4,000.00	(1,200.00)	2,400.00	4,000.00
001-2031-455.20-13	Training & Travel		4,607.17	11,000.00	303.00	6,089.83	4,872.88	11,032.12
001-2031-455.20-33	Legal Advertising	22.14	169.62	100.00		(69.62)	60.86	294.84
001-2031-455.20-41	Utility Services	3374.07	34,633.73	50,000.00		15,366.27	45,905.71	40,804.99
001-2031-455.20-60	Repairs & Maintenance	1616.00	13,229.82	10,000.00	750.00	(3,979.82)	5,479.50	7,791.00
001-2031-455.20-65	Service Agreements	544.04	10,948.67	10,500.00	3,897.68	(4,346.35)	10,218.62	9,050.51
001-2031-455.20-70	Rents		591.09	700.00	447.00	(338.09)	593.52	593.52
001-2031-455.20-93	Dues & Subscriptions	15567.25	29,094.35	15,500.00	9,140.90	(22,735.25)	17,133.17	15,907.45
001-2031-455.20-98	Taylor collection							342.86
001-2031-455.20-99	Other Contractual Service	1439.83	18,958.24	30,000.00	32,905.65	(21,863.89)	23,695.18	16,211.15
001-2031-455.30-31	Office Supplies	393.82	2,898.17	10,000.00	322.68	6,779.15	5,082.38	8,062.97
001-2031-455.30-35	Printing			500.00		500.00	62.50	443.95
001-2031-455.30-41	Food Supplies		597.35	4,000.00		3,402.65	2,865.23	3,317.83
001-2031-455.30-44	Fuel/Oil/Grease		38.98	200.00		161.02	73.53	25.28
001-2031-455.30-49	Bldg/Structural Materials	1726.17	12,518.68	9,000.00	250.01	(3,768.69)	9,863.77	11,568.98
001-2031-455.30-51	Books & Periodicals	8321.88	134,621.76	175,000.00	51,557.76	(11,179.52)	148,850.83	155,453.10
001-2031-455.30-63	MV Fuel Parts		7.99			(7.99)	59.65	
001-2031-455.30-76	Signs			1,000.00	60.00	940.00		144.91
001-2031-455.30-79	Other Commodities	2765.31	13,291.63	10,000.00		(3,291.63)	6,902.88	13,027.16
001-2031-455.40-11	Furniture & Fixtures							
001-2031-455.40-13	Bldg/Improve Acquisition	22450.00	32,617.50	75,000.00		42,382.50		43,133.18
001-2031-455.40-20	Motor Vehicles							28,695.96
001-2031-455.40-99	Other Capital Outlay							
001-2031-455.81-00	Grant Appropriation							
<b>001 - General Fund Total</b>		<b>106,111.15</b>	<b>905,300.29</b>	<b>1,188,381.00</b>	<b>105,034.68</b>	<b>178,046.03</b>	<b>1,017,367.62</b>	<b>1,082,397.46</b>