

Keene Memorial Library Board Meeting  
Keene Memorial Library-Downstairs Large Meeting Room / Online via ZOOM  
1030 N. Broad St., Fremont, NE  
6:30 P.M.  
November 15 2021

AGENDA

Join Zoom Meeting on November 15, 2021

<https://us06web.zoom.us/j/88663553030?pwd=UFhHWEdSVzBCbmJUYmZUa0FqbDlyZz09>

Meeting ID: 886 6355 3030

Passcode: 432705

One tap mobile

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Meeting ID: 886 6355 3030

Passcode: 432705

Find your local number: <https://us06web.zoom.us/u/kcipaQgCT5>

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for November 15, 2021 regular meeting agenda
3. Dispense with and approve October 18, 2021 minutes (attachment)
4. Unfinished Business
  - a. Policy Manual Update – Genealogy Resources (attachment)
5. New Business
  - a. Discuss Relocation of Library During Expansion Project
6. Reports
  - a. Library Director's Report
    - i. Month in Review
    - ii. Expansion Project Update
  - b. Friends of the Library Report
  - c. Finance-Library Expenditures Report (attachment)
7. Adjournment

Next Meeting December 20, 2021 6:30pm – Keene Memorial Library – Large Meeting Room

Agenda posted online at [www.fremontne.gov/library](http://www.fremontne.gov/library) and emailed to Library Board members on November 10, 2021. 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.

Keene Memorial Library Board Meeting  
Library Large Meeting Room / Online via ZOOM  
1030 N Broad St, Fremont NE  
6:30 P.M.  
October 18, 2021  
Minutes

Held at the Keene Memorial Library Large Meeting Room and Board President Tom Adamson called the meeting to order at 6:30 pm.

### **Roll Call**

The following members were present: Tom Adamson, Amanda Moenning, Linda McClain, LeAnn Rathke and Becky Pence. Also present was Laura England-Biggs, 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](http://www.fremontne.gov) and distributed by email. A copy of the Open Meetings Act is posted continually for public inspection and is located near the entrance of the meeting room.

### **Agenda**

Motion to adopt agenda for October 18, 2021 regular meeting. Board Member McClain moved, seconded by Board Member Moenning to adopt the agenda for October 18, 2021 Library Board Meeting. Ayes: Adamson, Moenning, McClain, Rathke and Pence. Motion carried 5-0.

### **Reading of Minutes**

Board Member Moenning moved to dispense with and approve the September 20, 2021 minutes, seconded by Board Member Rathke. Ayes: Adamson, Moenning, McClain, Rathke and Pence. Motion carried 5-0.

### **New Business**

#### **Continuing Education Presentation by Tammi Thiem, Three Rivers Public Library System Director on Library Trustees: Roles, Responsibility and Relationships**

Library Director England-Biggs introduced Tammi Thiem and then allowed her to go over some Tools for Trustees. She went over trustee competencies, the role of library trustees, some of the differences between governing & advisory library boards, library mission statements, rules for library board members, protecting your libraries collection, as well as the responsibilities of the Library Board vs. the Director. There was also some discussion about accreditation.

### **Reports**

#### **Library Director's Report**

##### **Month in Review:**

Numerous radio station visits in rotation with Elisa Cruz, Adult Services Librarian, to promote services and programs.

City Staff meetings on Mondays with other department heads in attendance.

Additional Grant work with Linda McClain.

The library has restarted in-person storytimes with great response from the community, with at least 25 in attendance on average each Friday.

Going to meetings of the Learning Center Book Club on Tuesday mornings with Justine Ridder the Youth Services Librarian.

Library supervisor meeting on Tuesday September 21<sup>st</sup>.

Nebraska Library Association issues surrounding the Golden Sower Award book list and NLA Conference meant several other meetings.

HR meeting to discuss new AFSCME contract for hourly employees.

Third Thursday Chat from Diversity Committee was rescheduled to the fourth Thursday.

Set up new budget for materials in Horizon with Tracy Parr; rolled over outstanding orders.

High School job fair with other City and Utilities folks and Sonia Vanderworth.

Interview with LIS student.

Proctored several exams for IWCC student.

Toured Metro Community College to discuss possible partnerships.

Friends Board Meeting.

Halloween Hysteria had 473 participants at the Gallery 92 West event with Justine Ridder reading to children.

Kiwanis photo op for a \$25k pledge.

Covered the radio station for Brian Newton last Monday and was able to share the library message that we are more than just books.

NLA Conference last Wednesday and Thursday, where Laura received the Mad Hatter Award for 2021.

The library is trying a new calendar system to record statistics for the State Report in 2022.

Hosted a Red Cross Blood Drive Saturday 10/16 that netted 13 units, which was above our target/goal of 10.

Adult book club has remained small but steady. This month's book is Saving Cee Cee Honeycutt by Beth Hoffman; meeting is Thursday 10/21 at 7pm in the East Building or on Zoom. Self-Care 101 workshop is next Monday 10/25 from 7-8 in the Large Meeting Room.

4<sup>th</sup> Annual Book Character Pumpkin Contest starts this week with dropoff this Wednesday-Friday; voting takes place Saturday-Thursday and winners will be announced the following Friday.

**Expansion Update:** The fundraising continues – Director Laura England-Biggs reported that there are several pending grants with a critical couple of weeks for us coming up and we hope to hear from two organizations by the end of the month. Smaller donations continue to come in by check or pledge forms. There is a meeting next Thursday with the Cosmopolitan Club. We are examining time frames with the architects and owner's rep and we hope to have more to report next month.

### **Friends of the Library Report**

Director Laura England-Biggs reported that there is a Pop-Up Book Nook scheduled for November 5<sup>th</sup> & 6<sup>th</sup> and this will be the final one as the Friends are still planning on a full book sale March 24<sup>th</sup>-27<sup>th</sup> 2022. She also mentioned with much sadness that the Friends lost a truly dedicated Friend Member, Helen Drumright. She will be remembered for all of her help through the years as a board member, book sorter, book sale worker and for her homemade cookies too.

### **Finance**

Director England-Biggs reported that there were no surprises with the expenditure report.

With no further business, motion to adjourn was made at 7:28 p.m. with Board Member Moenning making the motion and Board Member Rathke seconding it. Ayes: Adamson, Moenning, McClain, Rathke and Pence. Motion carried 5-0.

Next meeting will be held in the Library Large Meeting Room on the first floor / Online via ZOOM, on November 15, 2021 at 6:30 pm.

Prepared by Tracy Parr, Library Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary

### **10.4.3. Responsibilities of The Examining Institution**

- 10.4.3.1.** Be aware of and agree to the guidelines set forth in the library's exam proctoring policy.
- 10.4.3.2.** Prior contact between the examining institution and the proctor is required so that credibility and testing requirements can be verified.
- 10.4.3.3.** Responsible for informing the test-taker of any exam guidelines, instructions, or pre-exam requirements.

### **10.5. Talking Books**

Talking books in digital cartridge format are available from the Library for the Blind and Physically Handicapped at the Nebraska Library Commission. Application forms for the talking books service are available at the circulation desk or online at

<http://nlc.nebraska.gov/TBBS/applyforservice.aspx>

### **10.6. Genealogy Research**

- 10.6.1.** Keene Memorial Library has a run of Fremont Tribune on microfilm from 1868 – June 2013. It is available to all individuals interested in genealogical or historical research.
- 10.6.2.** Staff members have been trained to assist patrons in learning to operate the microfilm reader/printer, including loading/unloading film and printing of images.
- 10.6.3.** Requests for obituaries and other articles will be filled by staff as time permits. Requests that require more than one (1) hour to complete will be forwarded to a local historian as needed.
- 10.6.4.** Copies may be sent by U. S. Postal Service at the cost of \$.~~20~~10 per page plus postage or emailed via pdf attachment at no cost.

### **10.7. Jetpacks/Wireless Hotspots/e-Readers**

- 10.7.1.** Wifi hotspots and Kindle e-readers may be borrowed by Keene Memorial Library card holders ages 19 and above who have Library cards in good standing (i.e. library card is not blocked due to unpaid fees or lost material) and who have proof of permanent Fremont residence.

**NLFS001 Auditors Trial Balance**

Accounting Period: 1/2022

Fund(s): 001 - General Fund

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**Fund: 001 - General Fund**

Account	Account Description	FYTD through 10/31/2021	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	100.00	2,500.00	1,100.00	1,300.00	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements	19,855.21	25,000.00	2,160.00	2,984.79	28,026.79	21,525.39
001-2031-419.30-55	Software		5550.00		5,550.00	5,486.10	4,885.56
001-2031-419.30-56	Parts/Mach & Equipment		14000.00		14,000.00	718.66	474.41
001-2031-455.10-10	Salaries/Wages	33,603.01	584,963.00		551,359.99	455,619.12	468,654.57
001-2031-455.10-14	Health Insurance	5,638.45	95,522.00		89,883.55	109,533.37	94,250.09
001-2031-455.10-15	Overtime Wages	335.88	1,750.00		1,414.12	207.10	1,087.97
001-2031-455.10-22	FICA/Medicare	2,515.02	43,786.00		41,270.98	33,230.94	34,569.52
001-2031-455.10-23	Pension	1,099.97	20,537.00		19,437.03	15,721.81	17,792.41
001-2031-455.20-11	Postage & Printing		5,550.00	8,000.00	(2,450.00)	1,600.00	2,400.00
001-2031-455.20-13	Training & Travel	1,217.96	12,000.00	1,691.00	9,091.04	3,016.24	4,607.17
001-2031-455.20-33	Legal Advertising		100.00		100.00	50.13	271.18
001-2031-455.20-41	Utility Services	2,901.34	52,000.00		49,098.66	41,991.45	38,211.98
001-2031-455.20-60	Repairs & Maintenance	130.00	10,000.00		9,870.00	3,787.96	14,381.82
001-2031-455.20-65	Service Agreements	1,337.66	31,500.00	20,798.49	9,363.85	22,735.27	13,063.98
001-2031-455.20-70	Rents	147.57	800.00	447.00	205.43	590.28	591.09
001-2031-455.20-93	Dues & Subscriptions	545.00	18,000.00	79.96	17,375.04	17,049.27	29,458.36
001-2031-455.20-98	Taylor collection		500.00	376.96	123.04	469.19	
001-2031-455.20-99	Other Contractual Service	689.13	44,000.00	46,731.96	(3,421.09)	21,436.26	26,825.53
001-2031-455.30-31	Office Supplies	305.92	10,000.00	126.43	9,567.65	3,011.77	2,971.65
001-2031-455.30-35	Printing		500.00	60.00	440.00	767.42	
001-2031-455.30-41	Food Supplies		4,000.00	202.96	3,797.04	345.20	597.35
001-2031-455.30-44	Fuel/Oil/Grease		250.00		250.00	33.96	38.98
001-2031-455.30-49	Bldg/Structural Materials		10,000.00		10,000.00	5,435.52	14,516.59
001-2031-455.30-51	Books & Periodicals	6,810.28	135,000.00	110,291.42	17,898.30	139,097.82	149,083.37
001-2031-455.30-63	MV Fuel Parts					37.17	7.99
001-2031-455.30-76	Signs		1,000.00		1,000.00		
001-2031-455.30-79	Other Commodities	188.24	10,000.00	99.69	9,712.07	4,382.96	14,443.25
001-2031-455.40-13	Bldg/Improve Acquisition		4,253,229.00	399,525.00	3,853,704.00	193,815.00	32,617.50
		77,420.64	5,392,037.00	591,690.87	4,722,925.49	1,110,596.76	989,727.71

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