

Keene Memorial Library Board Meeting
City Council Chambers 2nd Floor / Online via ZOOM
400 E. Military, Fremont, NE
6:30 P.M.
May 17, 2021

AGENDA

Join Zoom Meeting on May 17, 2021

<https://zoom.us/j/93445497691?pwd=RWI6VkNFTUc2Y1Z4YU1OcitoTFICQT09>

Meeting ID: 934 4549 7691

Passcode: 173026

One tap mobile

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+12532158782,,93445497691#,,,,*173026# US (Tacoma)

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+1 312 626 6799 US (Chicago)

Meeting ID: 934 4549 7691

Passcode: 173026

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

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for May 17, 2021 regular meeting agenda
3. Dispense with and approve April 19, 2021 minutes (attachment)
4. New Business
 - a. Library Aide hiring process update
5. Reports
 - a. Library Director's Report / Expansion Report
 - i. Month in Review
 - ii. Library Director Search Update
 - iii. Expansion Project Update
 - iv. Summer Reading Program and Corporate Reading Challenge
 - b. Friends of the Library Report
 - i. Fremont Area Big Give
 - c. Finance-Library Expenditures Report (attachment)

6. Adjournment

Next Meeting June 21, 2021 6:30pm – City Council Chambers, 2nd Floor

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on May 12, 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
City Council Chambers, 2nd Floor/ Online via ZOOM
400 E. Military Ave, Fremont NE
6:30 P.M.
April 19, 2021
Minutes

Held at the City Council Chambers, 2nd Floor 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 and LeAnn Rathke. Also present were Laura England-Biggs, Interim Library Director and Assistant City Administrator Shane Wimer. 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 and distributed. A copy of the open meetings law is posted continually for public inspection and is located near the entrance of the meeting room.

Agenda

Motion to adopt agenda for April 19, 2021 regular meeting. Board Member Moenning moved, seconded by Board Member McClain to adopt the agenda for April 19, 2021 Library Board Meeting. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0.

Reading of Minutes

Board Member Moenning moved to dispense with and approve the March 15, 2021 minutes, seconded by Board Member Rathke. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

Unfinished Business

1. By-Laws Updates, vote to approve of updates
Board Member Adamson made a motion to recommend to Council with Board Member Rathke seconding. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0.

New Business

1. Vote for Library Board Secretary
Interim Library Director Laura England-Biggs explained that we are voting on a new Library Board Secretary due to the resignation of Shari Kment from the Board. Board Member Rathke made a motion to nominate Amanda Moenning to Secretary with Board Member McClain seconding. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0.

Reports

1. Library Director's Report
 - a. Month in Review: Interim Library Director Laura England-Biggs said she has attended a lot of meetings due to various things, some of them were about the expansion project, City staff meetings, monthly staff meetings and Nebraska Library Association. She has also sat through a few webinars as well. She explained that there are two interviews scheduled for the next day for the open Library Aide positions; someone has been hired for one of the positions and will be starting May 17th after they graduate high school.
 - b. Library Director Search Update: Assistant City Administrator Wimer reported that the applications have been narrowed down to the top 5 potential candidates. Next they will do phone and zoom interviews and at that point they will either move forward with 5 or possibly just 3 applicants. Those names will then go to the Board Selection Committee for final interviews. After that the Library Board will be informed of possible candidate so they can then recommend to the Mayor and City Council. Once someone is selected they will go before the Mayor for final approval before going to City Council for final approval. ACA Wimer hopes to have a candidate selected to bring before the Board at the May Library Board meeting. No action was taken.
 - c. Expansion Update: Interim Director Laura England-Biggs stated that the Big Give event that will finalize on May 4th is underway and people can start giving now. She stated that an anonymous donor is willing to match whatever we earn during the Big Give up to our goal of \$2,500. There have been many expansion meetings and they have two grants needing to be sent off the next day. There will be a Dine and Discover dinner on April 28th to explain

the project to possible donors and that there is a Corporate Reading Challenge in the works.
No action was taken.

2. Friends of the Library Report

- a. Interim Director England-Biggs spoke on behalf of Friends of the Library Board President Denise Kay. There will be a Book Nook event this coming weekend the 23rd-25th where they will be accepting free will donations. They are still actively working with Dave's Drive-In Liquor in selling books. No action was taken.

3. Finance - No action was taken.

With no further business, motion to adjourn was made at 6:54 p.m. with Board Member McClain making the motion and Board Member Rathke seconding it. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

Next meeting will be held at the City Council Chambers, 2nd Floor/ Online via ZOOM, on May 17, 2021 at 6:30 pm.

Prepared by Tracy Parr, Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary

DRAFT

NLFS001 Auditors Trial Balance

Accounting Period: 7/2021

Fund(s): 001 - General Fund

Report Generated on May 10, 2021 3:55:56 PM

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Fund: 001 - General Fund

Account	Account Description	FYTD through 4/30/2021	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	1,400.00	2,500.00	1,600.00	(500.00)	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements	24,150.79	24,000.00	3,876.00	(4,026.79)	21,525.39	19,638.90
001-2031-419.30-55	Software	4,581.47	5,500.00		918.53	4,885.56	4,694.20
001-2031-419.30-56	Parts/Mach & Equipment	567.71	14,000.00		13,432.29	474.41	5,763.14
001-2031-455.10-10	Salaries/Wages	253,369.23	581,461.00		328,091.77	468,654.57	513,512.91
001-2031-455.10-14	Health Insurance	61,988.36	120,220.00		58,231.64	94,250.09	127,969.51
001-2031-455.10-15	Overtime Wages	207.10	2,000.00		1,792.90	1,087.97	1,059.46
001-2031-455.10-22	FICA/Medicare	18,411.68	42,928.00		24,516.32	34,569.52	37,821.63
001-2031-455.10-23	Pension	8,335.09	22,715.00		14,379.91	17,792.41	20,387.66
001-2031-455.20-11	Postage & Printing	800.00	5,550.00	4,000.00	750.00	2,400.00	2,400.00
001-2031-455.20-13	Training & Travel	1,644.24	12,000.00		10,355.76	4,607.17	4,872.88
001-2031-455.20-33	Legal Advertising	28.08	100.00		71.92	271.18	60.86
001-2031-455.20-41	Utility Services	23,363.01	52,000.00		28,636.99	38,211.98	45,905.71
001-2031-455.20-60	Repairs & Maintenance	1,838.05	10,000.00	336.00	7,825.95	14,381.82	5,479.50
001-2031-455.20-65	Service Agreements	11,151.70	11,000.00	6,281.14	(6,432.84)	13,063.98	10,218.62
001-2031-455.20-70	Rents	442.71	800.00	298.00	59.29	591.09	593.52
001-2031-455.20-93	Dues & Subscriptions	705.00	16,000.00	15,541.25	(246.25)	29,458.36	17,133.17
001-2031-455.20-98	Taylor collection		500.00		500.00		
001-2031-455.20-99	Other Contractual Service	12,068.19	34,000.00	23,144.21	(1,212.40)	26,825.53	23,695.18
001-2031-455.30-31	Office Supplies	1,974.00	10,000.00	48.53	7,977.47	2,971.65	5,082.38
001-2031-455.30-35	Printing	767.42	500.00		(267.42)		62.50
001-2031-455.30-41	Food Supplies		4,000.00		4,000.00	597.35	2,865.23
001-2031-455.30-44	Fuel/Oil/Grease	9.71	250.00		240.29	38.98	73.53
001-2031-455.30-49	Bldg/Structural Materials	2,777.72	10,000.00	791.73	6,430.55	14,516.59	9,863.77
001-2031-455.30-51	Books & Periodicals	73,241.74	180,000.00	54,289.45	52,468.81	149,083.37	148,850.83
001-2031-455.30-63	MV Fuel Parts					7.99	59.65
001-2031-455.30-76	Signs		1,000.00		1,000.00		
001-2031-455.30-79	Other Commodities	2,365.75	10,000.00	1,706.64	5,927.61	14,443.25	6,902.88
001-2031-455.40-13	Bldg/Improve Acquisition	36,950.00	3,047,000.00	449,635.00	2,560,415.00	32,617.50	
001-2031-455.81-00	Grant Appropriation		100,000.00		100,000.00		

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