

Keene Memorial Library Board Meeting
City Council Chambers, 2nd Floor
400 E Military Ave., Fremont NE
6:30 P.M.
June 29, 2020

ONLINE ACCESS AT:

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Meeting ID: 988 4289 4831

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Meeting ID: 988 4289 4831

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AGENDA

1. Call to Order/Notice of Meeting
2. Roll Call
3. Motion to adopt current agenda for June 29, 2020 regular meeting agenda
4. Dispense with and approve February 17, 2020 Library Board Meeting Minutes and March 9th, 2020 Special Library Board Meeting Minutes. (attachments - both minutes)
5. Unfinished Business
 - a. Ordinance 5518 update
 - b. Library Board Appointment – next steps
 - c. County Wide Cards- update
 - d. Policy Manual update
6. New Business
 - a. Strategic Planning – need to plan sessions
 - b. Technology 3-Year Plan – combine with Strategic Planning
 - c. Appoint a Library Board Secretary – designate duties to Tracy
7. Reports
 - a. Directors Report
 - i. Building issues
 - ii. Covid-19 and the library
 - iii. Staffing update

- b. Friends of the Library Report
 - i. Book Sale
 - ii. Expansion Project
- c. Finance-Library Expenditures Report (attachment)

Next Meeting July 20, 2020 6:30pm – location TBD

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on June 10, 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.

February 17, 2020

Board President Larry Jirsak called the meeting to order at 6:30 p.m. in the library conference room.

Roll Call

The following members were present: Larry Jirsak, Earl Underwood, Tom Adamson and Shari Kment. Also present was Library Director Walker. Tina 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 library conference room and library auditorium.

Agenda

Motion to adopt current agenda for February 17, 2020 regular meeting. Board Member Underwood moved, seconded by Board Member Adamson to adopt the agenda for January 23, 2020 Library Board Meeting. Ayes: Jirsak, Kment, Underwood, Adamson. Motion carried.

Reading of Minutes

Board Member Underwood moved to dispense with and approve the January 23, 2020 minutes, seconded by Board Member Adamson. Ayes: Jirsak, Kment, Underwood & Adamson. Motion carried.

Unfinished Business

1. Library Board Appointment. The Mayors recommendation to City Council for the Library Board opening was Raegen Mayberry Yount. City Council voted against his recommendation. The Library Board held a discussion on the Board's recommendation of Susan Allen. Board Member Adamson asked what the next steps are to get the recommendation to the Mayor again and wondered if they could re-recommend Susan Allen to the Library Board. The Library Board decided to re-recommend Susan Allen.
2. Security Gates. Director Tina Walker informed the Board that the gates are paid for and will be installed in 6-8 weeks. She let them know that we have at least a 3 month gap in door counts, yet we still show 90,000 accounted for.

New Business

1. County Wide Cards. Director Walker advised that local Dodge county residents are expressing concern as to why they can't get a free library card when they pay extensive taxes on their property. Discussion was held on the history of trying to get county wide cards. Susan Allen noted that this has gone to public vote multiple times and gets defeated every time. The question was raised on how we proceed, because the Library Board needs a lot more details and information. Director Walker was advised to reach out to Bob Missel from the county board to start the conversation.

Reports

1. Expansion. Director Walker discussed upcoming private events for fundraising and mentioned to the Library Board that she would like some of the Board to attend. Board members Underwood and Jirsak will be attending the 1st event this coming Friday.
2. Finance-Library Expenditures Report. Director Walker advised the Library Board that in reviewing the Library Board's history she believes the Board should still be reviewing the libraries financials each month regardless of the Board's status. Director Walker provided a detailed budget report that was current as of 2/17/2020. The Board requested a copy be emailed to them. For all future meetings a detailed report will be provided with the agenda.

With no further business, motion to adjourn was made at 7:10 p.m. with Board Member Adamson making the motion and Board Member Underwood seconding it. Motion carried.

Next meeting will be held at the library on March 16, 2020 at 6:30 pm.

(Signed) by Tina Walker, Library Director

March 9, 2020

Board President Larry Jirsak called the meeting to order at 9:00 a.m. at the Milady Coffeehouse (due to library being closed to public).

Roll Call

The following board members were present: Larry Jirsak, Earl Underwood, and Tom Adamson. Shari Kment was absent. Also present was Library Director Tina Walker, and Senior Office Associate Tracy Parr. Tracy 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 was made available at the meeting. Notice was given in advance of the moving of the meeting to Milady Coffeehouse.

Unfinished Business

1. Discussion & recommendation for City Council proposed edits to Article 7 of City Code.
Director Walker advised at the last council session, Council Member Legband requested an official vote from the board as to whether or not they approved and supported Council Member Yerger's revised changes (Option B) of Article 7 of City Code (see packet Article 7). So today, we needed to take an official vote.

Director Walker also advised that the Article 7 (Option B) that Council Member Yerger presented was voted down, and the City Attorney's version of Ordinance 5518 (see packet Ordinance No. 5518 – Second Reading), with just 3 lines struck from the first paragraph, was being moved forward to 2nd reading on Tuesday, March 10th, 2020. Council Member Yerger was present to discuss submitting a recommendation to edit the Ordinance 5518 that is moving forward. Council Member Yerger presented his edit option, to make changes to Sections 7 & 8, striking out some wording and adding language to comply with State Statute and the Nebraska Library Commission Manual.

Discussion was held on both topics. Board Member Underwood made a motion to send to council, that the Library Board approved the original Article 7 edits that were presented by Council Member Yerger, and was seconded by Board Member Adamson. **Ayes: Jirsak, Underwood & Adamson.** Motion carried.

Discussion was held on the new edits to Ordinance 5518. The board stated that although they preferred the first edits that were voted down, they now support these edits to Ordinance 5518 - editing Sections 7 & 8. Board Member Adamson made a motion to recommend to city council to edit sections 7 & 8 as offered by Council Member Yerger, and was seconded by Board Member Underwood. Ayes: Jirsak, Underwood & Adamson. Motion carried.

Discussion was held on who would attend the board meeting on Tuesday to provide the Board's recommendations and support for changes.

With no further business, motion to adjourn was made at 9:45 a.m. with Board Member Adamson making the motion and Board Member Underwood seconding it. Motion carried.

Next regular meeting will be held at the library on March 16, 2020 at 6:30 pm.

(Signed) by Tina Walker, Library Director

Fund: 001 - General Fund

Account	Account Description	3/1-6/11/2020	FYTD through 6/11/2020	Original Budget	Adjusted Budget	Encumbered	Budget Balance
001-2031-419.20-12	Communications	600.00	1,800.00	2,500.00	91,728.00	1,400.00	88,528.00
001-2031-419.20-65	Service Agreements	21,525.39	21,525.39	21,000.00	393,750.00		372,224.61
001-2031-419.30-55	Software	4,199.49	4,199.49	5,000.00	59,904.00		55,704.51
001-2031-419.30-56	Parts/Mach & Equipment	0.00		15,000.00	101,250.00	474.41	100,775.59
001-2031-455.10-10	Salaries/Wages	120,595.94	306,824.30	548,645.00	26,334,720.00		26,027,895.70
001-2031-455.10-14	Health Insurance	24,613.90	60,306.61	114,496.00	5,495,616.00		5,435,309.39
001-2031-455.10-15	Overtime Wages	130.35	684.63	2,000.00	37,350.00		36,665.37
001-2031-455.10-22	FICA/Medicare	8,859.17	22,674.43	40,483.00	1,942,848.00		1,920,173.57
001-2031-455.10-23	Pension	4,622.54	11,586.12	21,557.00	1,034,496.00		1,022,909.88
001-2031-455.10-24	Tuition Reimbursement	0.00			2,997.00		2,997.00
001-2031-455.20-11	Postage & Printing	0.00	800.00	5,200.00	15,588.00	4,000.00	10,788.00
001-2031-455.20-13	Training & Travel	1,391.21	4,340.17	11,000.00	296,784.00	473.00	291,970.83
001-2031-455.20-33	Legal Advertising	85.65	123.25	100.00	4,608.00	4.77	4,479.98
001-2031-455.20-41	Utility Services	8,372.49	25,051.37	50,000.00	2,399,616.00		2,374,564.63
001-2031-455.20-60	Repairs & Maintenance	432.00	4,960.37	10,000.00	479,808.00	860.00	473,987.63
001-2031-455.20-65	Service Agreements	5,023.87	8,432.78	10,500.00	504,000.00	2,871.94	492,695.28
001-2031-455.20-70	Rents	147.57	443.52	700.00	8,352.00	447.00	7,461.48
001-2031-455.20-93	Dues & Subscriptions	5,138.84	12,257.39	15,500.00	743,616.00	10,348.15	721,010.46
001-2031-455.20-98	Taylor collection	0.00			369.00		369.00
001-2031-455.20-99	Other Contractual Service	2,214.81	13,282.30	30,000.00	1,822,500.00	26,088.00	1,783,129.70
001-2031-455.30-31	Office Supplies	63.55	1,864.63	10,000.00	479,808.00	861.89	477,081.48
001-2031-455.30-35	Printing	0.00		500.00	1,476.00		1,476.00
001-2031-455.30-41	Food Supplies	9.99	597.35	4,000.00	47,952.00		47,354.65
001-2031-455.30-44	Fuel/Oil/Grease	16.12	38.98	200.00	576.00		537.02
001-2031-455.30-49	Bldg/Structural Materials	3,488.95	6,863.20	9,000.00	432,000.00	450.01	424,686.79
001-2031-455.30-51	Books & Periodicals	23,041.88	86,554.94	175,000.00	10,631,007.00	80,137.02	10,464,315.04
001-2031-455.30-63	MV Fuel Parts	7.99	7.99				(7.99)
001-2031-455.30-76	Signs	0.00		1,000.00	747.00	60.00	687.00
001-2031-455.30-79	Other Commodities	1,828.76	4,987.83	10,000.00	479,808.00	5,117.24	469,702.93
001-2031-455.40-11	Furniture & Fixtures	0.00			29,997.00		29,997.00
001-2031-455.40-13	Bldg/Improve Acquisition	1,200.00	1,677.50	75,000.00	900,000.00	23,650.00	874,672.50
001-2031-455.40-20	Motor Vehicles	0.00					
001-2031-455.40-99	Other Capital Outlay				4,500.00		4,500.00
001-2031-455.81-00	Grant Appropriation				74,997.00		74,997.00
001 - General Fund Total		237,610.46	601,884.54	1,188,381.00	54,852,768.00	157,243.43	54,093,640.03