

Keene Memorial Library Board Meeting  
Large Meeting Room  
1030 N Broad St, Fremont NE  
7:30 P.M.  
June 20, 2022  
Minutes

Held at the Keene Memorial Library Large Meeting Room and Board President Linda McClain called the meeting to order at 7:30 pm.

### **Roll Call**

The following members were present: Amanda Moenning, Linda McClain, Becky Pence and Ryan Fiala. LeAnn Rathke was absent. Also present was Laura England-Biggs, Library Director and City Administrator Jody Sanders and City Council Liaison Sally Ganem. 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, 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 June 20, 2022 regular meeting. Board Member Pence moved, seconded by Board Member Fiala to adopt the agenda for June 20, 2022 Library Board Meeting. Ayes: Moenning, McClain, Pence and Fiala. Motion carried 4-0.

### **Reading of Minutes**

Board Member Moenning moved to dispense with and approve the May 16, 2022 board minutes, seconded by Board Member Pence. Ayes: Moenning, McClain, Pence and Fiala. Motion carried 4-0.

### **Unfinished Business**

#### **Policy Manual Update-Staff Support to Patrons Policy & Wireless Internet Policy**

Director Laura England-Biggs went over the proposed addition of a Staff Support to Patrons Policy. She stated this would help staff in explaining how far they are allowed to go when helping patrons, especially when a patron wants us to be more hands on with their personal devices or information. She made a point to mention that both legal and the City Administrator have reviewed and signed off on this policy and the policy for Wireless Internet. Board Member Moenning made the motion to adopt the Staff Support to Patrons Policy and it was seconded by Board Member Pence. Ayes: Moenning, McClain, Pence and Fiala. Motion Carried 4-0.

Director England-Biggs detailed the need for the Wireless Internet Policy with the Board and during the discussion the idea that we should be more specific and state that it pertains the library's public wireless network was brought up by various Board members. After much discussion on amending the policy to add the word public in different areas of the policy, it was suggested by Board Member Pence that we could just amend the title to say Public Wireless Internet Policy rather than adding public throughout the policy. A motion to amend the title to Public Wireless Internet Policy by Board Member Pence and was seconded by Board Member Moenning. Ayes: Moenning, McClain, Pence and Fiala. Motion Carried 4-0. Once the motion to amend was done, the motion to adopt the newly titled Public Wireless Internet Policy was made by Board Member Moenning and was seconded by Board Member Pence. Ayes: Moenning, McClain, Pence and Fiala. Motion Carried 4-0

### **New Business**

#### **Continuing Ed Short Takes Video – What it Means to be a Trustee**

Short 10-15 minute video was watched and after Director Laura England-Biggs had 2 questions to initiate discussion. The questions were "What were the main points of the video?" and "Do we have Director's and Officer's Insurance? If not do we need it?" Director England-Biggs shared, and City Administrator Sanders confirmed, that the Board is covered by the City's Errors & Omissions policies (similar to Director's and Officer's Insurance) by virtue of the nature of their appointment by the City Council. After discussion on the questions, Board President McClain brought up the question of if the library has a committee to handle re-consideration of books. Since we do not have a committee, that is something Laura is going to work on. No action was taken.

### **Reports**

#### **Library Director's Report Month in Review**

Director Laura England-Biggs went on to let the Library Board know that she was part of a BLUEcloud Analytics (BCA) Demonstration (this is the reporting software through SirsiDynix our ILS company).

BCA allows library staff to produce reports on demand or schedule. She mentioned there are improvements that have been made and she needs to work on getting in there to discover what it can all do for our library.

May 18<sup>th</sup> was her last day of reading at Head Start for the school year and that she was given a very nice poster and letter thanking her for her service.

She has been attending weekly City Staff Meetings.

There have been design meetings with the architects on most Wednesday mornings to discuss specific areas of the library.

She goes to the radio every other Thursday morning to promote the library and its programs and services.

Lots of Grant work with Linda.

Creative District meetings to draft a letter of intent to the Nebraska Arts Council and they have been notified that they are a go to complete a more extensive application document.

She had a meeting with Jennifer Dam and Jody Sanders to discuss zoning requirements, then met with the Architects and Owners Rep along with Jennifer to discuss all the requirements. The meeting went well and everything is on track.

Tracy Parr, with Laura's approval and assistance, secured three locations for storing things for the upcoming move. We owe a big debt to Parks & Recreation for allowing us the use of the house and garage next to the Auditorium and the stage of the Auditorium as well. Parks staff are working to help us clean out a few areas inside the house and garage as well as rearranging their items on the stage in order to make room for some of the library's items.

Director England-Biggs started proctoring a new student on June 3<sup>rd</sup>.

The library hosted Claude Bourbon for a guitar performance on June 8<sup>th</sup>. Unfortunately, it was poorly attended, yet well received by the 10 people including Director England-Biggs that attended.

No action taken.

### **Expansion Project Update**

Director Laura England-Biggs said that we are still waiting on and submitting different grants. There was a presentation at a Rotary meeting by Board President Linda McClain and Mayor Joey Spellerberg. Linda will also be meeting with the Cosmopolitan Club. Director England-Biggs and Tracy Parr met with a mover to get an idea on cost and scope of work for the move and they are working with the Owners Rep to secure at least 3 quotes for the move. No action taken.

### **Library Accreditation Update**

Director Laura England-Biggs let the Board know that a rough draft of the Community Needs Response Plan document is included in their Board meeting packet. She said that there is some wordsmithing that needs to be done and we are working on simplifying the Mission Statement. The last thing discussed in terms of the Community Needs Response Planning was under evaluation of the plan. She mentioned that each goal is supported by a team of ~4 library staff who provide overall direction for the goal.

Each team has a Goal Captain who is responsible for coordinating the team to help ensure the work gets done and also to be the primary point of contact for the Library Director.

Goal teams will implement the plan in 90-day cycles by identifying action items for the upcoming quarter, who will complete them, and by when. At the end of each quarter, the team will provide a progress update and make adjustments for the next quarter.

Every three months, supervisory staff will meet to reflect on and celebrate progress made.

Every six months, the Library Director will provide a progress update to the Library Board.

Every twelve months, the Library Board and staff will review the plan and make adjustments as needed. Also mentioned was the fact that library staff met a week ago Sunday from 12-5pm with 12-4 being used to work on the Community Needs Response Plan and 4-5pm as a staff meeting. Board President McClain asked that the finalized Mission Statement be sent to the Board sooner rather than

later. Director England-Biggs said that hopefully by the July Board Meeting the CNRP will be close to done. Board President McClain stated that she plans to attend Nebraska Library Association conference in October to further our goal in the Library Board staying accredited. No action was taken.

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

There wasn't much to report at this time other than the Friends will be meeting again on Monday July 11<sup>th</sup> and Dave's Drive-In Liquor has taken in about \$800 this month so far. The Friends also sent out approximately 40 thank you cards to donors of the Big Give, and it was noted that they raised almost \$10,000 during that event. No action taken.

### **Finance**

Director England-Biggs said that everything is in order and that although there may be areas that look over encumbered, that as long as we are under in other areas it will all work at and allow us to be under budget for the fiscal year. She did state that the cost center for Communications #419-2012 will show an over encumbrance due to the fact that we are running a network here at the library and we will be paying for the Auditorium as well. No action taken.

With no further business, motion to adjourn was made at 8:37 p.m. with Board Member Pence making the motion and Board Member Moenning seconding it. Ayes: Moenning, McClain, Pence and Fiala. Motion carried 4-0.

**Next meeting will be held in the Large Conference Room on the 2<sup>nd</sup> Floor of the Municipal Building on July 18, 2022 at 6:30 pm.**

Prepared by Tracy Parr, Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary

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