

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.  
June 21, 2021  
Minutes

Held at the City Council Chambers, 2<sup>nd</sup> 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, Library Director, Assistant City Administrator Shane Wimer. City Attorney Molly Miller attended by Zoom. 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. 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 June 21, 2021 regular meeting. Board Member McClain moved, seconded by Board Member Rathke to adopt the agenda for June 21, 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 May 17, 2021 minutes, seconded by Board Member McClain. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

**Unfinished Business**

1. Policy Manual Update

Library Director Laura England-Biggs stated the proposed updates to the manual, stating it was mostly deletions of fines throughout manual and adding Durham Museum Pass and Digital Projector to the table of contents, relevant section, and Appendix A for the forms. Board Member McClain moved to accept the changes as submitted, seconded by Board Member Rathke. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

**New Business**

2. Proposed revision to the Library Board By-Laws

Library Director Laura England-Biggs stated that it was suggested by city attorney Molly Miller that we change Article VII – Committees to say Each committee shall consist of no more than two (2) members. Molly Miller also recommended removing the sentence about the President being an ex-officio. This avoids having quorum difficulties. No action was taken.

**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. Including:
  - i. Phone call to Christy Walsh at Kearney Public Library for info on how they get such high circulation numbers and patron counts. The question was brought up wondering if their hours are longer than ours and Laura said she would look into that.
  - ii. The library hosted a Lunch N Learn session for the Corporate Reading Challenge.
  - iii. There were several Strawhecker (fundraising) meetings.
  - iv. Weekly City Staff Meetings on Monday afternoons.
  - v. Going to the radio station several times to promote services and programs.
  - vi. Staffing meeting at City Hall to discuss proposed staffing levels for the next 2-5 fiscal years with fellow department heads and ACA Wimer. The question of what are Laura's plans for staffing came up. At this time she is working on a report to submit for proposed changes since we will need more coverage with a larger building being built, but at this time nothing has been approved.
  - vii. She met with the City Administrator and Assistant City Administrator to discuss library goals and vision for the future.

- viii. Met with First State Bank & Trust and Pinnacle Bank about the Expansion Project with the Mayor and Linda McClain.
- ix. She has attended several SKILLS meetings. These are weekly Director meetings with staff from Three Rivers Library System.
- x. Attended Kiwanis meetings as a member.
- xi. Staffing discussion with ACA Wimer and HR Director Jennifer McDuffee about filling her old position (Youth Services Librarian).
- xii. Nebraska Library Association conference planning meetings.
- xiii. Educational Equity training through T3 grant program (YALSA)
- xiv. The library hosted two events this month for Summer Reading Program. June 7<sup>th</sup> was Jeff Quinn with 131 people in attendance and June 14<sup>th</sup> the String Beans with 120 in attendance.
- xv. She interviewed a Library Aide candidate who accepted the position and we have two others scheduled to start before the end of July.
- xvi. Met with Lottie Mitchell about grant opportunities.
- xvii. Submitted operating and personnel budget requests to Accounting.
- xviii. Had a meeting with Cox Communications about the Expansion Project along with Linda McClain.
- xix. Attended a UDC/Comp plan open house over at City Hall.
- xx. Did evaluations for staff at the library.
- xxi. Went to Howard school and read to 50 special needs program students.
- xxii. Submitted Kiewit and Fremont & Dodge County Convention & Visitor's Bureau grants. These have the potential to possibly bring in \$600,000 for the Expansion Project.
- xxiii. We've received commitments from local businesses to sponsor the Computer Lab (\$500,000), Young Children's Library (\$50,000) and Board/Meeting Room (\$100,000). We are working with them to manage the release of PR surrounding these opportunities.
- xxiv. Library Staff Meeting was held to see what everyone is doing in their departments.
- xxv. Laura helped with Summer Lunch Program while we had a youth services staff member on vacation.
- xxvi. She hosted a Third Thursday Chat with Michelle Mras as part of Nebraska Library Association duties.
- xxvii. Rotary presentation was on June 18<sup>th</sup> with Linda McClain.
- xxviii. Board Member Moenning asked about the progress of the June Corporate Reading Challenge. Director England-Biggs reported that the original goal was 150,000 minutes; as of 11 am the tally stood at 169,700 minutes with 9 days left to read. We feel confident that we will reach our stretch goal of 200,000 minutes read thanks to this great response from the community.  
No action was taken.
- b. Expansion Update:
  - i. Director Laura England-Biggs stated that we have several commitments for spaces in the expansion, as noted earlier.
  - ii. We received notification today that the Donald E. Nielsen Foundation from Oakland, NE was declining to fund our request for \$150,000. Laura stated we are currently committed or pledged at 50% according to her calculations. No action was taken.

## 2. Friends of the Library Report

- a. Director England-Biggs spoke on behalf of Friends of the Library Board President Denise Kay. She let the Board know that we are ending our contract with Strawhecker at the end of June and that any further work that may be needed would be done on an hourly basis.
- b. Denise wanted to thank Vince O'Connor for a donation of approximately 1,000 books that were nicely boxed for the Friends book sale in March 2022.
- c. Lemonade on the Lawn will take place on Saturday July 10<sup>th</sup> at 2pm, featuring lemonade, cookies and Jeff Quinn the magician.
- d. There will be a Chamber Coffee held at the Library on Tuesday July 20<sup>th</sup> at 9am.
- e. Another Pop-Up Book Nook is being planned for Friday August 13<sup>th</sup>-Sunday August 15<sup>th</sup>.
- f. The Friends will be hosting a Dessert in the Stacks membership event Sunday September 12<sup>th</sup> from 12-3, with some form of entertainment. No action was taken.

## 3. Finance

Director Laura England-Biggs stated that encumbrances for Communications have finally worked their way through to be accurately reflected. No action was taken.

With no further business, motion to adjourn was made at 7:02 p.m. with Board Member Moenning making the motion and Board Member McClain seconding it. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

Next meeting will be held in the Auditorium at the Library/ Online via ZOOM, on August 16, 2021 at 6:30 pm.

Prepared by Tracy Parr, Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary