

July 20, 2020

Held at the Keene Memorial Library East Building and online via ZOOM. Board President Larry Jirsak called the meeting to order at 6:30pm.

### **Roll Call**

The following members were present: Larry Jirsak, Earl Underwood and Tom Adamson. Board Member Shari Kment was absent. Also present was Librarian II, Laura England-Biggs. 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/library](http://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 meeting rooms.

### **Agenda**

Motion to adopt current agenda for July 20, 2020 regular meeting. Board Member Adamson moved, seconded by Board Member Underwood to adopt the agenda for July 20, 2020 Library Board Meeting. Ayes: Jirsak, Underwood and Adamson. Motion carried.

### **Reading of Minutes**

Board Member Underwood moved to dispense with and approve the June 29, 2020 minutes, seconded by Board Member Adamson. Ayes: Jirsak, Underwood & Adamson. Motion carried.

### **Unfinished Business**

1. **Library Board appointment - recommendation of Amanda Moenning** – Introduced by Librarian II, Laura England-Biggs, Amanda Moenning gave a brief introduction of herself. Board Member Underwood made a motion to recommend Amanda Moenning to the Mayor as a possible candidate for the vacant Library Board seat, seconded by Board Member Adamson. Ayes: Jirsak, Underwood & Adamson. Motion carried.
2. **County Wide Cards - Update** – No action was taken.
3. **Policy Manual Update** – Librarian II, Laura England-Biggs stated that edits are still being made at this time. No action was taken.
4. **Strategic Planning – need to plan sessions** – No action was taken.
5. **Technology 3-Year Plan to combine with Strategic Planning** – No action was taken.

### **New Business**

1. **Sign off on consent form to close out the Trust & transfer funds to the Foundation to benefit the library** – City Attorney Molly Miller and ACA Shane Wimer requested that the attorney be able to review the documents and speak with Tim Schulz before any action is taken as she is unfamiliar with the FOKML A Trust group or the contract. After some discussion as to how and who drew up the documents it was decided that no action would be taken until the City Attorney Molly Miller has a chance to take a look at the documents.
2. **Building Issues – Phones** – Senior Office Associate Tracy Parr explained to the Library Board that for the last two months we have had ongoing issues of static and missed calls due to phone issues. The city IT department is looking at moving up the timeline to switch over our phones to be the same as the rest of the city. Assistant City Administrator Shane Wimer also commented that he had spoken to IT and they were looking at making changes in the next month. No action was taken.
3. **Covid-19 and the library – Changes to library hours** – Librarian II, Laura England-Biggs stated that due to staffing shortages due in part to Covid -19 we had to reduce the hours of operation at the library. She let the Library Board know that we are no longer open on Sundays and have reduced the hours we are open on Thursdays from closing at 8:30 to 5:30. During discussion of staffing shortage it was brought up that we do have one new hire on the way. No action was taken.

### **Reports**

1. **Friends of the Library Report**
  - a. Book Sale- Brief discussion that there will not be a book sale in 2020 but will be a sale in 2021.
  - b. Expansion. Librarian II, Laura England-Biggs was asked about the expansion and she confirmed that there have been meetings with Paul J. Strawhacker LLC in regards to the expansion and are working on documents for fundraising.
2. **Finance - Library Expenditures Report.** No action was taken.

With no further business, motion to adjourn was made at 7:03 p.m. with Board Member Underwood making the motion and Board Member Adamson seconding it. Motion carried.

Next meeting will be held at the library, in the East Building, on August 17, 2020 at 6:30 pm.

Prepared by Tracy Parr, Senior Office Associate

Signed by Tom Adamson, Library Board Secretary