

Keene Memorial Library Board Meeting
Large Meeting Room / Online via ZOOM
1030 N Broad St, Fremont NE
6:30 P.M.
August 16, 2021
Minutes

Held at the Keene Memorial Library Large Meeting Room 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 Becky Pence. Also present was Laura England-Biggs, Library Director. Library Assistant II Dorlissa Beyer will be recording the meeting minutes. LeAnn Rathke was absent.

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 August 16, 2021 regular meeting. Board Member McClain moved, seconded by Board Member Pence to adopt the agenda for August 16, 2021 Library Board Meeting. Ayes: Adamson, Moenning, McClain and Pence. Motion carried 4-0.

Reading of Minutes

Board Member McClain moved to dispense with and approve the June 21, 2021 minutes, seconded by Board Member Moenning. Ayes: Adamson, Moenning, McClain, and Pence. Motion carried 4-0.

Unfinished Business

Proposed revision to the Library Board By-Laws

Library Director Laura England-Biggs reiterated 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 strikeout was not included in the packet.

Motion to amend the by-laws striking “The President shall be an ex-officio of all committees.” was made by Board Member McClain; seconded by Board Member Adamson. Ayes: Adamson, Moenning, McClain, and Pence. Motion carried 4-0.

Motion to pass the by-laws as amended was made by Board Member Moenning, seconded by Board Member Adamson. Ayes: Adamson, Moenning, McClain, and Pence. Motion carried 4-0.

New Business

Welcome New Board Member

Becky Pence was appointed to the Library Board by Mayor Spellerberg at the July 29 City Council Meeting. She spoke briefly about her excitement to serve on the Board and shared some of her background with the group.

Internet Contract Bids, recommend to Council

Library Director England-Biggs explained the bid process that was followed and shared the three quotes that were received. She recommended accepting the quote from American Broadband for the next 36 months. Board Member Moenning made a motion to accept the Director’s recommendation; Board Member Pence seconded. Ayes: Adamson, Moenning, McClain, Pence. Motion carried 4-0.

Reports

Library Director’s Report for June – August 2021

June 22 - Met with Fremont & Dodge County Convention & Visitor’s Bureau – they recommended \$100,000 for Expansion to Dodge County Board of Supervisors (who approved the request at the end of July).

June 23 = Emergency Connectivity Fund webinar (federal ARPA grant for 15 additional hotspots – approx. \$7,600 in funding for a year’s service and purchase of the devices)

June 24 – Webinar on free or cheap fundraising tools – got a great book recommendation out of it

June 30 - Howard Special Needs Storytime

July 1 – final meeting with Strawhecker (fundraising consultants)

How to maximize ARPA funds webinar – not a lot of useful data but interesting nonetheless

Helped with Presbyterian Church storytime

Grant meeting with Lottie Mitchell (City Grants Coordinator) and Linda McClain

Treasurer's Meeting with Denise Kay and Kate Mullen

July 2 – met with Barbara Christensen and Katie Duran, new Friends Board member

July 6 – toured the Hilton Omaha for Nebraska Library Association conference update

July 9 – met with Nate Schwanke and Shane Wimer to discuss moving library to Auditorium during construction. Move in date tentatively set for late June 2022

July 10 – Lemonade on the Lawn which got rained out but had 29 hardy souls attend.

July 12 – Big Trucks in the Parking Lot which had a great turnout (143), Friends Board meeting where we planned a lot for Dessert in the Stacks which is coming back after an 8-year hiatus on Sunday

September 12 from 2-4 pm

July 13 – Met with First National Bank of Omaha folks to discuss the grant ask

July 15 – Third Thursday Chat webinar which featured the four Library System Directors talking about their services and programs; Kiwanis presentation about Expansion Project

July 16 – State Advisory Council on Libraries meeting in Lincoln – part of NLA Duties

July 19 – Moved to Fremont!

July 20 – Chamber Coffee for the Friends, Hats off to Literacy luncheon, Cox Communications discussion about bid for internet services, and Library Staff meeting.

July 22 – NLA Election Planning Meeting

July 28 – Interviewed potential Librarian I candidates. Linda attended Dodge County Board of Supervisors meeting to answer questions if any came up (none did). An offer has been made to a

candidate for the Librarian I position; Justine Ridder starts August 30. She brings 5 years' experience as a Youth Services Librarian and Assistant Director to Keene.

July 30 – reviewed Library Budget with Jody Sanders and Shane Wimer; hosted Dan Brower from Missouri Library Association for an Advocacy webinar (part of NLA duties)

August 3 – Keene hosted an American Red Cross blood drive and collected 13 units (goal was 12); hosted Full NLA Board meeting

August 5 – attended Kiwanis to support Mayor Spellerberg's first visit as Mayor

August 6 – attended Three Rivers Library System (TRaILS) annual meeting and presented ask to Rotary (who pledged \$5,000 to expansion this year, possibly more next year).

August 9 – hosted Peter Kiewit Foundation visitors to the Library to discuss the grant ask

August 11 – interviewed by Beanstack (summer reading program software company) as an early adopter about how we use the program to keep the community engaged through Covid and other times.

Miscellaneous things throughout the month:

Numerous Radio Station visits in rotation with Elisa Cruz, Adult Services Librarian, to promote services and programs

City Staff Meetings on Mondays at 1:45

Lots of grant work with Linda McClain this period – at least 12 sessions on Daugherty and other projects
Canceled Lynda.com (LinkedIn Learning) due to low usage stats.

City Council Budget Discussion & CIP Discussion special meetings on Tuesdays June 29 – August 10

Planning to restart In-Person programming with Storytime on Friday September 10; Prime Time Family Reading Time Mondays starting September 13; Ready for Kindergarten Storytime Tuesday September 14. Adult programming looking at Trivia event Sept 26, upcycling for October, and another Self-Care session in October as well. E-Resource Fairs being scheduled for November 2021 and January 2022.

President Adamson asked about the Covid situation and if there was any indication from the City on vaccine requirements for staff. Director England-Biggs responded that there was no direction at this time and that the Library would follow City policy on these issues.

Expansion Update:

We sit at \$5.08 Million raised and committed to date. The exact figure is \$5,080,751. Received several pledges as noted above.

Several substantial grants have been submitted recently and another will be ready soon.

A meeting has been scheduled for August 31 with Tetrad (owner's rep) and the Architects to discuss project details.

We have received permission to use the City Auditorium as a temporary location during the construction phase of the project. At this time, we are planning a late June 2022 move.

Any parties interested in the fundraising or other aspects of the expansion project should be referred to Linda McClain or Director England-Biggs

Friends of the Library Report

Friends Board President Denise Kay reported that the Lemonade on the Lawn, while rained out, had 29 in attendance and the magic show was well-received. There were lots of cookies and lemonade left over, which were enjoyed by the attendees at the Big Trucks in the Parking Lot the following Monday.

The Chamber Coffee had 40 in attendance, well above the 20-30 they usually get at these events in the summer.

The Pop-Up Book Nook brought in \$419 for the Friends, \$8 for the Expansion and \$12 for the folded book raffle (proceeds donated to the Friends by Katie Roberts).

March 2022 is still being planned as the “big” Book Sale

Dessert in the Stacks is planned for September 12 from 2-4 pm, the second newsletter which was released recently has more information on that event.

Finance

Director England-Biggs reviewed the Finance report, noting that there are some lines that are “over-spent” due to new contracts with software vendors. As long as the bottom line comes out under- or on-budget, we will be fine. There will likely be under-spending on materials which will more than even out the over-spending in software.

With no further business, motion to adjourn was made at 7:22 p.m. with Board Member McClain making the motion and Board Member Pence seconding it. Ayes: Adamson, Moenning, McClain, and Pence. Motion carried 4-0.

Next meeting will be held in the Large Meeting Room at the Library/ Online via ZOOM, on September 20, 2021 at 6:30 pm.

Prepared by Laura England-Biggs, Library Director

Signed by Amanda Moenning, Library Board Secretary