

Keene Memorial Library Board Meeting
Municipal Building-2nd Floor in the Large Conference Room
400 E. Military, Fremont, NE
6:30 P.M.
September 19, 2022
Minutes

Held at the Municipal Building – 2nd Floor Large Conference Room and Board President Linda McClain called the meeting to order at 6:33 pm.

Roll Call

The following members were present: Linda McClain, Becky Pence, Amanda Moenning and LeAnn Rathke. Ryan Fiala arrived at 6:41. Also present were: Laura England-Biggs, Library Director, City Administrator Jody Sanders; 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 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 current agenda for September 19, 2022 regular meeting. Board Member Pence moved, seconded by Board Member Moenning, to adopt the agenda for September 19, 2022 Library Board Meeting. Ayes: Moenning, McClain, Rathke and Pence. Motion carried 4-0.

Reading of Minutes

Board Member Rathke moved to dispense with and approve the July 18, 2022 board minutes, seconded by Board Member Pence. Ayes: Moenning, McClain, Rathke and Pence. Motion carried 4-0.

Board Member Pence moved to dispense with and approve the August 15, 2022 board minutes, seconded by Board Member Rathke. Ayes: Moenning, McClain, Rathke and Pence. Motion carried 4-0.

New Business

Meeting Schedule for the rest of 2022

Director England-Biggs addressed the board and mentioned that both the meeting in November and December fall the week of major holidays. She asked how the board would feel about possibly skipping the November and December meetings since the board is only required to meet once a quarter. Board Member McClain suggested only skipping December and that we could revisit and make a final decision at the October or November meeting. No action taken.

Reports

Library Director's Report Month in Review

Director England-Biggs mentioned that both her and Tracy attended a finish meeting with the Architects (SPT) and selected colors, fabrics, carpet, tile etc. for the new library. She went to Creative Districts meetings to discuss the project and the progress towards the initial application. She's been working on elections for NLA, trying to find candidates to run for President Elect and Secretary. Removal of cameras at the library took place and they will be reused in part at the City Auditorium. The library move to the Auditorium happened August 22 & 23, with setup continuing until September 3. Move to the storage areas happened on September 6 & 7. She met with Jeff Kappeler from the Historical to give him Historical Society documents that were found in the library conference room while packing. There was a planning session with co-presenters on First Amendment Audits presentation that is coming up at Nebraska Library Association Annual Conference on October 6. There were meetings with City/DU department heads, City Administrator Jody Sanders, Mayor Spellerberg and Linda McClain. She was part of a presentation to the FACH Board to update them on the expansion project. There was a soft opening of the library at the City Auditorium Tuesday September 13 at 3pm with no computer lab or printing for the public. Computers were restored and available by 11am on Monday September 19 for the official opening. She appeared on the radio with the Mayor to promote our temporary location. The library is prepared to start Ready for Kindergarten at the Metro campus next door by borrowing their projector and using our laptop. She mentioned in finishing that there was an enthusiastic response to opening back up this morning. There were 13 people waiting to get in when we opened, lots of folks needing help wayfinding but excited to be back in the library. No action taken

Expansion Project Update

Director England-Biggs mentioned that MCL, our contractor for the expansion took possession last Wednesday and that temporary fencing has been put up. The library is working on getting a banner to put on the fencing and based on a conversation with Jennifer Dam the banner can be up to 32' and facing the street. Groundbreaking Ceremony will be next Tuesday September 27th. No action taken.

Library Accreditation Update

Director England-Biggs informed the Board that more hours are needed. She may need to email links to things for Board Members to read or watch and report back that they have done so. The possibility of attending NAM (Nonprofit Association of the Midlands) events/webinars may help. The deadline to get hours in is December 31. No action taken.

Friends of the Library Report

Denise Kay, Friends of the Library President mentioned that Dave's Drive in Liquor had another record month in August with \$1,285 taken in. This is the most that has been collected in a one-month period. She also mentioned that the temporary location for the library will have a Book Nook cart. No action taken.

Finance

Director England-Biggs stated that less money would be spent on books and periodicals in 2023. Board Member Rathke asked about Other Contractual Service encumbrances and Director England-Biggs mentioned that the amount was more due to movers for the expansion. Board Member Rathke also asked about Other Commodities and it was explained that it was higher due to moving supplies like boxes, bubble wrap, tape etc. Another reason for being over in Other Commodities is due to spending for Grant purchases and the Grant funding received does not show up on this report. Director England-Biggs also addressed that Rents is higher due to the storage rental while we are in the temporary location. No action taken.

With no further business, motion to adjourn was made at 7:30 pm with Board Member Pence making the motion and Board Member Fiala seconding. Ayes: Moenning, McClain, Rathke, Pence and Fiala. Motion carried 5 -0.

Next Regular Board Meeting will be held October 17, 2022 at 6:30 pm –Municipal Building 2nd Floor, Large Conference Room.

Prepared by Tracy Parr, Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary