

Keene Memorial Library Board Meeting
Municipal Building-2nd Floor in the Large Conference Room
400 E. Military, Fremont, NE
6:30 P.M.
November 21,, 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, LeAnn Rathke and Ryan Fiala. Also present were: Laura England-Biggs, Library Director, City Administrator Jody Sanders. 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 East Office of Keene Memorial Library, temporarily located at 925 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 November 21, 2022 regular meeting. Board Member Rathke moved, seconded by Board Member Fiala, to adopt the agenda for November 21, 2022 Library Board Meeting. Ayes: McClain, Pence, Moenning, Rathke and Fiala. Motion carried 5-0.

Reading of Minutes

Board Member Pence moved to dispense with and approve the October 17, 2022 board minutes, seconded by Board Member Moenning. Ayes: McClain, Pence, Moenning, Rathke and Fiala. Motion carried 5-0.

Unfinished Business

Continuation of Policy manual review/requests for reconsideration

Director England-Biggs addressed the board and mentioned that changes to the policy manual included revising a small part under patron suggestions and concerns and collection development policies. She mentioned that the form that patrons fill out if they would like a library item to be considered for reconsideration used to just come to the Library Director and never went any further. Also addressed was the information that the form has been elaborated on and that it will no longer end with just her. If the form is filled out it will be brought before the Board. Board Member McClain asked about the change in the policy manual in regards to if the Board is trustee or advisory. A lot of discussion and research took place during the meeting and after this a decision was made that have it just say Library Board. Motion to address the Board as just Library Board in the policy manual was made by Board Member Rathke with Board Member Pence seconding. Ayes: McClain, Pence, Moenning, Rathke and Fiala. Motion Carried 5-0.

Motion to accept the changes made for the policy manual and revising requests for reconsideration and was made by Board Member Pence with Board Member Moenning seconding. McClain, Pence, Moenning, Rathke and Fiala. Motion Carried 5-0.

Continuation of Board schedule

Short discussion about this happened with all parties agreeing that the December 19, 2022 meeting should be skipped, with the next meeting being January 16, 2023. Motion to not have the December 19th meeting and meet again in January was made by Board Member Fiala with Board Member Rathke seconding. Ayes: McClain, Pence, Moenning, Rathke and Fiala. Motion Carried 5-0.

Reports

Library Director's Report Month in Review

Director England-Biggs started by mentioning that the City provided harassment training to all employees and that all of the library staff had attended. She had a meeting with an EBSCO rep and decided that at this time the library is doing well with the services we subscribe to. She has dealt with several Golden Sower meetings. She attended a meeting with myLIBRO about an app program they have available for libraries. There was an architect meeting as well. The groundbreaking for the library was a success. Director England-Biggs and Tracy Parr brought pizza to the warehouse staff and parks department staff in appreciation of all of their help during packing, moving and cleaning out of the library. She thanked the Friends of Keene Memorial Library for making it possible for us to purchase the food that was delivered. Fiscal year change over went smoothly. She read to students in the blue room at Head Start. Made more than one presentation at the Nebraska Library Association conference. One of the presentations was done with Board President Linda McClain. Annual statistics are done and new phones are in the process of being set up and installed at the time of the meeting. No action taken

Expansion Project Update

Director England-Biggs mentioned that MCL, our contractor for the expansion is working to get bid package 2 to the library by October 26th with the hopes that it can be taken to the November 8th City Council Meeting. Board President McClain spoke to the matching grant from the Dunklau Foundation. No action taken.

Library Accreditation Update

Director England-Biggs informed the Board that due to Board President McClain attending the NLA conference with Laura, they only need 8 more credits by December. The exact date needs to be determined. No action was taken.

Friends of the Library Report

Dave's Drive in Liquor had a good month in September with over \$1,100 taken in. No action taken.

Finance

Director England-Biggs asked if anyone had questions. Staffing questions were brought up and she explained the library is still short 5 library aides and that a requisition to try and fill those positions has been given to HR and the City Administrator. No action taken.

With no further business, motion to adjourn was made at 7:36 pm with Board Member Moenning 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 November 21, 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