

Keene Memorial Library Board Meeting  
Municipal Building-2<sup>nd</sup> Floor in the Large Conference Room  
400 E. Military, Fremont, NE  
6:30 P.M.  
November 21, 2022  
Minutes

Held at the Municipal Building – 2<sup>nd</sup> 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](http://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 the process now includes an optional additional step. A request can be brought before the Board if the Director's response does not satisfy the requestor. Board President McClain asked whether the Board is a technically addressed as a board of trustees or an advisory board. A lot of discussion and research took place during the meeting; the by-laws simply call this body the 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 19<sup>th</sup> 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.

### **New Business**

#### **Policy Manual review, adding a new section under Lost and Damaged Materials**

Library Director England-Biggs explained that under 6.8.8 we are currently unable to accept the credit cards mentioned due to a network issue, under 6.8.9 we are specifying that the library prefers that patrons not purchase an item they damaged as a replacement. She specified that there are several reasons that the library reserves the right to decline the offered material. 6.8.10 – 6.8.14 have been added to address problem insects/pests that could potentially be found in returned books or other checked out materials. Sections 6.8.10 – 6.8.14 were sent to legal and approved in the form before the members. In addition to the policy manual the Director mentioned that the library has procedures in place should a staff member suspect there could be a pest/insect issue that includes sealing the items in a Ziploc bag and then putting in another bag. Board President McClain mentioned that she was aware that Fremont's homeless shelter has a special oven that kills possible pests and that they have allowed other entities to use it in the past. Director England-Biggs said she would reach out to them to see if that could be another option under procedures that library staff could follow. Motion to accept the new additions under Lost and Damaged Materials was made by Board Member Pence with Board Member Fiala seconding. Ayes: McClain, Pence, Moenning, Rathke and Fiala. Motion Carried 5-0.

### **Reports**

#### **Library Director's Report Month in Review**

Director England-Biggs stated that the month consisted of many meetings. She also participated in Halloween Hysteria at Gallery 92 along with Library staff member Justine Ridder who read stories to the children. The library has received memorials for a former board member Charles Gordon and those funds are being put towards the expansion. She that the library is going to demo a new collection under Newsbank for the next year. There were continuing education webinars and continued expansion related meetings. There have been interviews for the 20-hour library aide positions. One person has been hired and is starting December 5<sup>th</sup> and another potential hire is still in progress. Of the scheduled interviews, one was a no show, one was hired and one is still in background checks. No action taken

### **Expansion Project Update**

Director England-Biggs mentioned that there are asbestos abatement bids that came in sealed being opened on Tuesday 11/22/2022 and the lowest responsible bidder will go to City Council on 11/29/2022 for approval. The abatement process will be an 8-week project. She also mentioned that bid package 2 with MCL was approved by City Council. Fundraising is still happening and Director England-Biggs let the board know that we achieved the Dunklau match as of 11/8/2022 and that two grants are currently being worked on. No action taken.

### **Library Accreditation Update**

Director England-Biggs informed the Board that Board Members Fiala, McClain and Rathke have watched some videos that are helping the board reach the goal to achieve the 8 credits still needed. Other board members mentioned they would try and get videos in as well. Both Board President McClain and Board Member Rathke noted that part of what they learned watching the videos is that library staff members are not the most useful advocates. Board members are a better resource for this. Board President McClain also stated that the key word should be education. Lifelong education vs. lifelong learning will be accepted better by the public at large. She also mentioned the importance of community alignment. No action was taken.

### **Friends of the Library Report**

Dave's Drive in Liquor continues to do well. At the Friends of the Library Board meeting, one member mentioned they would contact Hy-Vee about a possible round up event for the expansion. The hope was someone would contact La Hacienda too, but no one offered to do so. Board President McClain stated she may just do it herself. No action taken.

### **Finance**

It was mentioned that the salary and wages cost will be going down after audit and that communications will be higher moving forward because we are running two networks while we are at the City Auditorium. No action taken.

With no further business, motion to adjourn was made at 7:42 pm with Board Member Fiala making the motion and Board Member Moenning seconding. Ayes: McClain, Pence, Moenning, Rathke and Fiala. Motion Carried 5-0.

**Next Regular Board Meeting will be held January 16, 2023 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