

Keene Memorial Library Board Meeting
Library East Building/Online via Zoom
1030 N. Broad St., Fremont NE
6:30 P.M.
August 17, 2020

AGENDA

Join Zoom Meeting Monday August 17 at 6:30 pm

<https://zoom.us/j/95612944353?pwd=TUdqQXFzMmVDeVJSMkdET3hMdTAxQT09>

Meeting ID: 956 1294 4353 Passcode: 616440

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1. Call to Order/Notice of Meeting
2. Roll Call
3. Motion to adopt current agenda for August 17, 2020 regular meeting agenda
4. Dispense with and approve July 20, 2020 minutes
5. Unfinished Business
 - a. Library Board Appt – Amanda Moening
 - b. Policy Manual – still editing/finding additions
 - c. Strategic Planning / Technology 3-Year Plan – August 22nd at 10:00 am
 - d. A Trust Closure Form - Transferred to CITY CLERK for signature of Mayor
6. New Business
 - a. Staffing Update – OPEN positions - Library Tech Specialist and Library Aides (3), hired Spencer Blocker for Library Aide 20 hours, discussion of COVID effects on Library Services, patrons, and staff
 - b. Reduced Hours – Closing Thursdays 5:30 pm and NO SUNDAYS – at least until Labor Day or we get enough staff to cover the hours.

7. Reports

- a. Friends of the Library Report
 - i. Book Sale- Moved to March 2021 – Dave’s still taking in about \$1,000/mo
 - ii. Expansion Project – RFQ for Owner’s Representative is out – then RFQ for architects this Fall. Houses to be removed this fall. Not sold yet.
- b. Finance-Library Expenditures Report

Special Strategic Planning Meeting, Saturday August 22, 2020 10:00 am – Library East Building. Masks are encouraged and social distancing is enforced.

Next regular meeting is September 21, 2020 – Library East Building. Masks are encouraged and social distancing is enforced.

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on August 12, 2020. This meeting is preceded by publicized notice in the Fremont Tribune and the agenda is displayed in the Administration Office at Keene Memorial Library, 1030 North Broad Street. A Copy of the Open Meeting Law is posted at the entrances of the meeting rooms. The Library Board reserves the right to go into Executive Session at any time. The Library Board reserves the right to adjust the order of items on this agenda.

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 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

DRAFT

NLFS001 Auditors Trial Balance

Accounting Period: 11/2020

Fund(s): 001 - General Fund

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Fund: 001 - General Fund

Account	Account Description	6/12- 8/10/2020	FYTD through 8/11/2020	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	400.00	2,200.00	2,500.00	1,400.00	(1,100.00)	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements		21,525.39	21,000.00		(525.39)	19,638.90	25,128.57
001-2031-419.30-55	Software	686.07	4,885.56	5,000.00		114.44	4,694.20	4,038.01
001-2031-419.30-56	Parts/Mach & Equipment	474.41	474.41	15,000.00		14,525.59	5,763.14	507.67
001-2031-455.10-10	Salaries/Wages	87,268.75	394,093.05	548,645.00	8,880.00	145,671.95	513,512.91	487,025.51
001-2031-455.10-14	Health Insurance	17,691.94	77,998.55	114,496.00		36,497.45	127,969.51	137,575.49
001-2031-455.10-15	Overtime Wages	157.07	841.70	2,000.00		1,158.30	1,059.46	1,380.34
001-2031-455.10-22	FICA/Medicare	6,471.39	29,145.82	40,483.00		11,337.18	37,821.63	35,445.29
001-2031-455.10-23	Pension	3,434.30	15,020.42	21,557.00		6,536.58	20,387.66	18,994.82
001-2031-455.20-11	Postage & Printing	1,600.00	2,400.00	5,200.00	4,000.00	(1,200.00)	2,400.00	4,000.00
001-2031-455.20-13	Training & Travel	267.00	4,607.17	11,000.00	303.00	6,089.83	4,872.88	11,032.12
001-2031-455.20-33	Legal Advertising	24.23	147.48	100.00		(47.48)	60.86	294.84
001-2031-455.20-41	Utility Services	6,208.29	31,259.66	50,000.00		18,740.34	45,905.71	40,804.99
001-2031-455.20-60	Repairs & Maintenance	6,653.45	11,613.82	10,000.00	1,872.00	(3,485.82)	5,479.50	7,791.00
001-2031-455.20-65	Service Agreements	1,971.85	10,404.63	10,500.00	3,055.69	(2,960.32)	10,218.62	9,050.51
001-2031-455.20-70	Rents	147.57	591.09	700.00	447.00	(338.09)	593.52	593.52
001-2031-455.20-93	Dues & Subscriptions	1,269.71	13,527.10	15,500.00	24,663.15	(22,690.25)	17,133.17	15,907.45
001-2031-455.20-98	Taylor collection							342.86
001-2031-455.20-99	Other Contractual Service	4,211.11	17,493.41	30,000.00	24,125.00	(11,618.41)	23,695.18	16,211.15
001-2031-455.30-31	Office Supplies	639.72	2,504.35	10,000.00	716.50	6,779.15	5,082.38	8,062.97
001-2031-455.30-35	Printing			500.00		500.00	62.50	443.95
001-2031-455.30-41	Food Supplies		597.35	4,000.00		3,402.65	2,865.23	3,317.83
001-2031-455.30-44	Fuel/Oil/Grease		38.98	200.00		161.02	73.53	25.28
001-2031-455.30-49	Bldg/Structural Materials	3,929.31	10,792.51	9,000.00	1,726.18	(3,518.69)	9,863.77	11,568.98
001-2031-455.30-51	Books & Periodicals	39,744.94	126,299.88	175,000.00	53,560.31	(4,860.19)	148,850.83	155,453.10
001-2031-455.30-63	MV Fuel Parts		7.99			(7.99)	59.65	
001-2031-455.30-76	Signs			1,000.00	60.00	940.00		144.91
001-2031-455.30-79	Other Commodities	5,538.49	10,526.32	10,000.00	2,765.31	(3,291.63)	6,902.88	13,027.16
001-2031-455.40-11	Furniture & Fixtures							
001-2031-455.40-13	Bldg/Improve Acquisition	8,490.00	10,167.50	75,000.00	22,450.00	42,382.50		43,133.18
001-2031-455.40-20	Motor Vehicles							28,695.96
001 - General Fund Total		197,279.60	799,164.14	1,188,381.00	150,024.14	239,192.72	1,017,367.62	1,082,397.46