

Keene Memorial Library Board Meeting
City Council Chambers 2nd Floor / Online via ZOOM
400 E. Military, Fremont, NE
6:30 P.M.
April 19, 2021

AGENDA

Join Zoom Meeting on April 19, 2021

<https://zoom.us/j/94904531367?pwd=aGtEWGQ2aUQvZiIsVlJmZktlaGVhZz09>

Meeting ID: 949 0453 1367

Passcode: 535818

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Meeting ID: 949 0453 1367

Passcode: 535818

Find your local number: <https://zoom.us/u/aB71kR03S>

Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for April 19, 2021 regular meeting agenda
3. Dispense with and approve March 15, 2021 minutes (attachment)
4. Unfinished Business
 - a. By-Laws, vote to approve updates (attachment)
5. New Business
 - a. Election of Library Board Secretary
6. Reports
 - a. Library Director's Report / Expansion Report
 - i. Library Board Member Update
 - ii. Month in Review
 - iii. Library Director Search Update
 - iv. Expansion Project Update
 - b. Friends of the Library Report

- c. Finance-Library Expenditures Report (attachment)
7. Adjournment

Next Meeting May 17, 2021 6:30pm – City Council Chambers, 2nd Floor

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on April 14, 2021. 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.

Keene Memorial Library Board Meeting
City Council Chambers, 2nd Floor/ Online via ZOOM
400 E. Military Ave, Fremont NE
6:30 P.M.
March 15, 2021
Minutes

Held at the City Council Chambers, 2nd Floor 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 and Linda McClain. Shari Kment was absent and LeAnn Rathke was present after motion to adopt current agenda. Also present was Laura England-Biggs, Interim Library Director and Assistant City Administrator Shane Wimer. 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 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 March 15 2021 regular meeting. Board Member Moenning moved, seconded by Board Member McClain to adopt the agenda for March 15 2021 Library Board Meeting. Ayes: Adamson, Moenning and McClain. Motion carried 3-0.

Reading of Minutes

Board Member McClain moved to dispense with and approve the February 15, 2021 minutes, seconded by Board Member Moenning. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

Unfinished Business

1. Policy Manual update and vote to recommend to City Council
Proposed changes were gone over by Interim Director Laura England-Biggs. Board Member Moenning made a motion to recommend to Council with Board Member Rathke seconding. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0.

New Business

1. By-Laws Update for review and to accept as presented
The By-Laws were presented by Interim Director Laura England-Biggs for the Board to look over and come back at April's meeting to make a motion. No action was taken.
2. Approval of library portion of the Master Fee Schedule.
This was presented to the Library Board by Assistant City Administrator Shane Wimer. He explained that annually the city goes through the Master Fee Schedules for the entire city. He stated that based on conversations with Interim Library Director Laura England-Biggs and the fact that current trends in libraries have fines going away across the nation and state, we are recommending to remove overdue fines from the Master Fee Schedule. He went over the fact that the amount of revenue that fines brings in is minimal. Board Member Moenning made a motion to recommend to Council with Board Member Rathke seconding. Ayes: Adamson, Moenning, McClain and Rathke. Motion carried 4-0.

Reports

1. Library Director's Report
 - a. Library Director Search Update: Assistant City Administrator Wimer reported that the application deadline is now closed. There are 12 applicants, that will be narrowed down to 5 by the end of the next day, then the selection committee will be reached out to, so they can look at the 5 potential candidates. It will be decided who will sit in with the selection committee for interviews. Interviews will most likely take place the following week based on ACA Wimer's assumption. Once someone is selected they will go before the Mayor for final approval before going off to City Council for final approval. Board Member Adamson asked for a timeline for official hiring and according to ACA Wimer, we should have someone in place after the 2nd City Council Meeting in April. No action was taken.
 - b. Expansion Update: There have been meetings and going over drawings and making fundraising plans. Linda McClain spoke to the fact that it's been almost 3 years since the

voters of Fremont voted to approve the 2 million dollar bond issue and it's time to finalize plans. She officially thanked the Fremont Area Community Foundation for their generous grant of \$100,000 dollars. Active fundraising is beginning for the Grow With Us campaign. Shortly a video production will be available talking about the needs of our facility. The expansion committee is welcoming volunteers and donations. There is much more coming soon. A question as to how is the fundraising firm doing with helping us with grants. Interim Director Laura England-Biggs spoke to this saying that we have just finished the Peter Kiewit Foundation Request Summary, and have several other grants that are in various stages of completion as well. No action was taken.

- c. Staffing Update: We are back to 4 open library aide positions. We have one person who has accepted a position of library aide but we do not have all of the formal paperwork to announce the position as filled yet. We are actively looking for people to fill the open positions. The rest of staff is believed to be in very good spirits considering the extra time they have to spend at the desk. No action was taken.
2. Friends of the Library Report
 - a. Interim Director England-Biggs spoke on behalf of Friends of the Library Board President Denise Kay. Membership postcards are going out this month to some lapsed members. There is a Pop Up Book Nook set up for April 23rd – 25th with free will donations. This is in place of the usual book sale that will not be happening this year. It will be in the East building and there may be some carts outdoors. Friends are trying to plan an activity in June or July to help promote the expansion project. It will be a joint project with the steering committee. Plans are to make it more of a family feel rather than a formal fundraising event, something outdoors most likely. No action was taken.
3. Finance - Library Expenditures Report. Interim Director England-Biggs noted that we aren't really over in Communications; we are in a place between encumbered amount and spent at this time. Printing is over due to the printing of expansion project folders. No action was taken.

With no further business, motion to adjourn was made at 7:09 p.m. with Board Member Rathke making the motion and Board Member Moenning seconding it. Ayes: Adamson, Moenning, McClain, and Rathke. Motion carried 4-0.

Next meeting will be held at the City Council Chambers, 2nd Floor/ Online via ZOOM, on April 19, 2021 at 6:30 pm.

Prepared by Laura England-Biggs, Interim Library Director

Signed by Shari Kment, Library Board Secretary

BYLAWS OF THE
KEENE MEMORIAL LIBRARY
LIBRARY BOARD

ARTICLE I: Name and Authority

Section 1: ___ This organization shall be called “The Keene Memorial Library” or the “Fremont Public Library”.

Section 2: ___ The Library Board (hereinafter the “Board”) exists by virtue of the provisions of ~~§ 16-51-251-201~~ Neb. Rev. Stat. § 16-251 and Neb. Rev. Stat. §51-201 et. seq. of the Revised Statutes of the State of Nebraska and ~~Article 32, §2-201-7~~ Chapter 3, Article 7 of the City of Fremont Municipal Code. The Board shall exercise the powers and authority and assume the responsibilities delegated to it under said statutes and ~~C~~code.

ARTICLE II: Members of the Board

Section 1: ___ The Board shall be composed of five (5) members who are to be appointed for individual terms of four (4) years by the Mayor ~~and with~~ consent of the City Council of Fremont, pursuant to law.

Section 2: ___ In the event of vacancies due to resignation, removal or otherwise, the Mayor ~~and with~~ consent of the City Council of Fremont shall fill such vacancy for the unexpired term pursuant to law.

ARTICLE III: Officers and Their Duties

Section 1: ___ The officers of the Board shall include a ~~President~~Chair~~President~~, a Vice-~~President~~Chair,~~President~~, a Secretary and such other officers as may be deemed necessary who shall be elected from among the appointed members.

Section 2: ___ It shall be the duty of the President to preside at all meetings of the Board, to appoint Board ~~M~~members to standing committees, subject to approval of the Board and to carry out such other duties as the Board or these By-Laws may impose.

Section 3: ___ The Vice-President shall preside at all meetings of the Board in the absence of the President, and shall carry out such other duties as the Board or these By-Laws may impose.

Section 4: ___ The Secretary shall see that a true and accurate account of all proceedings at Board meetings is kept and shall perform such other duties as usually pertain to the office of Secretary or as shall be

determined from time to time by the Board. In compliance with any requirements of state law regarding the holding of meetings of public bodies, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board. With the approval of a majority of the Board, the Secretary may delegate any or all of those responsibilities to the Library Director.

Section 5: ___ The Board may review the bills, invoices, same or similar, from the Fremont Public Library, however, that the Board is not delegated or authorized with authority to draw warrants upon the money in the Public Library Fund and therefore this procedure shall be used for review of Library activity only.

Section 6: ___ Should both the President and Vice-President be absent from any meeting of the Board, a member shall be selected to preside by a motion.

Section 7: ___ In the event of death, resignation or disability of the President, the Vice-President shall assume the duties of the office of President until a new President is elected.

ARTICLE IV: Terms of Office and Elections

The officers shall be elected annually at the regularly scheduled meeting of the board in the month of June. The newly elected officers shall assume the responsibilities of their offices effective September 1 and shall serve until their successors shall have been elected.

ARTICLE V: Meetings

Section 1: ___ Regular meetings of the Board shall be held no less than quarterly at a time agreed upon by the Board. Written notice of the time and place of the meeting shall be posted and published where they shall be available for public inspection at any reasonable time.

Section 2: ___ Special meetings may be called by the President, Library Director or by any two (2) Board members. Written notice of the time and place of the meeting shall be posted and published where they shall be available for public inspection at any reasonable time.

Section 3: ___ Three (3) members of the Board shall constitute a quorum for the transaction of business.

Section 4: ___ No board member shall vote on any matter if such vote might be reasonably expected to result in a direct or indirect benefit (other than that received as a member of the general public) to such member or the immediate family of such member. No board member shall receive any pay or compensation for any services rendered as a member of the Board.

ARTICLE VI: Order of Business

Call to Order
Recording of Members Present
Notice of Meeting and Agenda
Approval of Minutes of Last Meeting
Unfinished Business
New Business
Committee Reports:
 1. Library Director's Report
 2. Friends of the Library Report
 3. Other Committee Reports
 4. Review of Financial Reports
Announcements
Adjournment

ARTICLE VII: Committees

Special Committees may be created by the Board to handle specific matters. Each committee shall consist of at least two (2) members. The President shall be an ex-officio member of all committees. A report of meetings of the Special Committees shall be presented at the next regular meeting of the Board following the committee meeting.

ARTICLE VIII: Library Director and Staff

Section 1: ___ The Library Director shall be a hired official of the City, selected for employment by the City as set forth in the personnel rules and regulations appointed by the Mayor with the advice of the Board and consent of the City Council.

Section 2: ___ The Library Director shall be considered the executive officer of the Board and shall have the sole charge of administration of the Library under the direction and supervision of the City Administrator and under the general supervision of the Board. The Library Director shall be accountable to the Board and City Administrator.

The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's services to the public and for the operations of the Library under the financial conditions set forth in the

annual budget. The Library Director or the Library Director's representative shall attend all Board meetings.

Section 3: The Library Director shall present a report or statistical report at each regular meeting of the Board, describing the activities of the Library during the previous month.

ARTICLE IX: ~~Miscellaneous~~

~~Section 1: Immunity. The Board, its individual members, officers, agents employees and volunteers shall be immune from tort liability for injuries to persons or damages to property caused while in the course of service acting on behalf of The Keene Memorial Library, provided that any agent is acting or reasonably believes he or she is acting within the scope of his or her authority in furtherance of the purposes of The Keene Memorial Library and that the agent's conduct does not amount to gross negligence that is the proximate cause of the injury or damage.~~

~~Section 2: Insurance. The Board may purchase and maintain liability insurance to indemnify and protect the Board and the individual members, officers, committee members, volunteers and agents of the Board against liability asserted against The Keene Memorial Library, whether or not The Keene Memorial Library would have power to indemnify the person against such liability under these Bylaws or the laws of the State of Nebraska.~~

~~Section 3: Indemnification. Each person who is or was a member, officer, committee member, employee, volunteer or agent of the Board and each person who serves or has served at the request of the Board shall be indemnified by the City of Fremont to the fullest extent permitted by the laws of the State of Nebraska as they may be in effect from time to time for all actions taken by any member of the Board which he or she reasonably believes to be within the scope of his or her authority, and if an employee within the scope of his or her employment, and which conduct does not amount to gross negligence that is the proximate cause of injury or damage to a person~~

~~Section 4: Whenever a claim is made or a civil action is commenced against a member of the Board for injuries to persons or property caused by alleged negligence of the Board or The Keene Memorial Library while that member is acting within the course of that individual's authority, the Board may pay for, engage or furnish the services of an attorney to advise the Board as to the claim and to appear for and represent the Board member in the action. The Board may compromise, settle and pay the claim before or after the commencement of a civil action with consent from the City Council and City Attorney. Whenever a~~

~~judgment for damages is awarded against a Board member as a result of a civil action for personal injuries or property damage caused by the Board or The Keene Memorial Library, the Board may indemnify the member or pay, settle or compromise the judgment.~~

ARTICLE IX:

Amendment of the Bylaws

These Bylaws may be amended at any meeting of the Board by the affirmative vote of at least three (3) members of the Board, provided notice of the proposed amendment has been given at a regular meeting previous to the meeting at which the proposed amendment is presented for consideration and the text of the proposed amendment has been on file with the Secretary or acting Secretary for not less than twenty (20) days.

NLFS001 Auditors Trial Balance

Accounting Period: 6/2021

Fund(s): 001 - General Fund

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Page 1

Fund: 001 - General Fund

Account	Account Description	FYTD through 3/31/2021	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	1,200.00	2,500.00	1,600.00	(300.00)	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements	24,150.79	24,000.00		(150.79)	21,525.39	19,638.90
001-2031-419.30-55	Software	3,456.47	5,500.00		2,043.53	4,885.56	4,694.20
001-2031-419.30-56	Parts/Mach & Equipment	567.71	14,000.00		13,432.29	474.41	5,763.14
001-2031-455.10-10	Salaries/Wages	201,962.42	581,461.00		379,498.58	468,654.57	513,512.91
001-2031-455.10-14	Health Insurance	49,564.18	120,220.00		70,655.82	94,250.09	127,969.51
001-2031-455.10-15	Overtime Wages	207.10	2,000.00		1,792.90	1,087.97	1,059.46
001-2031-455.10-22	FICA/Medicare	14,649.65	42,928.00		28,278.35	34,569.52	37,821.63
001-2031-455.10-23	Pension	6,382.26	22,715.00		16,332.74	17,792.41	20,387.66
001-2031-455.20-11	Postage & Printing	800.00	5,550.00	4,000.00	750.00	2,400.00	2,400.00
001-2031-455.20-13	Training & Travel	1,644.24	12,000.00		10,355.76	4,607.17	4,872.88
001-2031-455.20-33	Legal Advertising	28.08	100.00		71.92	271.18	60.86
001-2031-455.20-41	Utility Services	20,407.65	52,000.00		31,592.35	38,211.98	45,905.71
001-2031-455.20-60	Repairs & Maintenance	1,783.05	10,000.00		8,216.95	14,381.82	5,479.50
001-2031-455.20-65	Service Agreements	6,305.49	11,000.00	11,877.33	(7,182.82)	13,063.98	10,218.62
001-2031-455.20-70	Rents	442.71	800.00	298.00	59.29	591.09	593.52
001-2031-455.20-93	Dues & Subscriptions	705.00	16,000.00		15,295.00	29,458.36	17,133.17
001-2031-455.20-98	Taylor collection		500.00		500.00		
001-2031-455.20-99	Other Contractual Service	11,701.33	34,000.00	29,470.81	(7,172.14)	26,825.53	23,695.18
001-2031-455.30-31	Office Supplies	1,974.00	10,000.00		8,026.00	2,971.65	5,082.38
001-2031-455.30-35	Printing	767.42	500.00		(267.42)		62.50
001-2031-455.30-41	Food Supplies		4,000.00		4,000.00	597.35	2,865.23
001-2031-455.30-44	Fuel/Oil/Grease	9.71	250.00		240.29	38.98	73.53
001-2031-455.30-49	Bldg/Structural Materials	1,358.47	10,000.00		8,641.53	14,516.59	9,863.77
001-2031-455.30-51	Books & Periodicals	62,954.13	180,000.00	65,656.72	51,389.15	149,083.37	148,850.83
001-2031-455.30-63	MV Fuel Parts						59.65
001-2031-455.30-76	Signs		1,000.00		1,000.00	7.99	
001-2031-455.30-79	Other Commodities	2,365.75	10,000.00	391.56	7,242.69	14,443.25	6,902.88
001-2031-455.40-13	Bldg/Improve Acquisition	135,825.00	3,047,000.00	349,595.00	2,561,580.00	32,617.50	
001-2031-455.81-00	Grant Appropriation		100,000.00		100,000.00		

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