

Keene Memorial Library Board Meeting
Keene Memorial Library-Downstairs Large Meeting Room / Online via ZOOM
1030 N. Broad St., Fremont, NE
6:30 P.M.
October 18, 2021

AGENDA

Join Zoom Meeting on October 18, 2021

<https://us06web.zoom.us/j/82905771662?pwd=VTNubGpVNxcUUVIWSVRiNHc2cGVldz09>

Meeting ID: 829 0577 1662

Passcode: 306308

One tap mobile

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Meeting ID: 829 0577 1662

Passcode: 306308

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Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for October 18, 2021 regular meeting agenda
3. Dispense with and approve September 20, 2021 minutes (attachment)
4. Unfinished Business
5. New Business
 - a. Continuing Education Presentation by Tammi Thiem, Three Rivers Public Library System Director on Library Trustees: Roles, Responsibility and Relationships
6. Reports
 - a. Library Director's Report
 - i. Month in Review
 - ii. Expansion Project Update
 - b. Friends of the Library Report
 - c. Finance-Library Expenditures Report (attachment)
7. Adjournment

Next Meeting November 15, 2021 6:30pm – Keene Memorial Library – Large Meeting Room

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on October 12, 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
Library Conference Room / Online via ZOOM
1030 N Broad St, Fremont NE
6:30 P.M.
September 20, 2021
Minutes

Held at the Keene Memorial Library Conference Room 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, Linda McClain, LeAnn Rathke and Becky Pence. Also present was Laura England-Biggs, Library Director. 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 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 agenda for September 20, 2021 regular meeting. Board Member McClain moved, seconded by Board Member Rathke to adopt the agenda for September 20, 2021 Library Board Meeting. Ayes: Adamson, Moenning, McClain, Rathke and Pence. Motion carried 5-0.

Reading of Minutes

Board Member McClain moved to dispense with and approve the August 16, 2021 minutes, seconded by Board Member Moenning. Ayes: Adamson, Moenning, McClain, Rathke and Pence. Motion carried 5-0.

New Business

Revisions to Internal Library Policy Manual

Library Director England-Biggs explained the revisions that consisted of increasing the age volunteers need to be and removing forms from the policy manual. Board Member Moenning made a motion to accept the Director's recommendation; Board Member Rathke seconded. Ayes: Adamson, Moenning, McClain, Rathke and Pence. Motion carried 5-0.

Reports

Library Director's Report

Month in Review:

There have been numerous grant writing meetings with Linda McClain and Denise Kay.

Third Thursday Chat's about Summer Reading Program wrap-up and welcome to Fall.

Library shift manager staff meeting.

Weekly City Staff Meetings on Mondays.

City Council meetings every Tuesday for Budget hearings.

The library trialed a T-Mobile hotspot with mixed results so we are sticking with Verizon even though billing has been challenging due to bills arriving outside the City's billing cycle. Our Verizon rep. Matt says not to worry about late payments at this time.

Continuing education on the topic of Ending the Stigma of Mental Illness.

Book Club with the Learning Center, and introducing Justine Ridder, our new Children's Librarian, to them.

Visiting Crete's new library for Expansion Project research with Linda.

Touring the City Auditorium with Justine and Elisa Cruz to get an idea of the space we will be using for the Expansion Project.

Proctoring session with student from Iowa Western Community College and set times for the remainder of the semester.

Met with the Kiwanis Board who committed \$25,000 for the expansion project, claiming naming rights for the Children's Activity Room.

Expansion Update: The fundraising continues – Director Laura England-Biggs reported that we are at \$5,787,750.80 committed, pledged or raised. Our goal remains \$9,403,224. Board President Adamson asked about the actual move timetable – we don't have a specific date set for groundbreaking or the move yet. We might have to close for a period to pack up, move things to storage, and transfer the rest to the

Auditorium. Board Member Rathke asked how we will decide what to move; we're going from 23,000 square feet to 6,000. That is a work in progress for the Librarians. The items in boxes won't be available for checkout and won't be in the catalog. We may look at publication years for fiction or subject areas for nonfiction. We'll bring 9 or 10 computers for public use. Staff offices will be pretty bare bones in the meeting rooms. Some furniture may come with us, some may be repurposed in the new library, some may not.

Friends of the Library Report

Director Laura England-Biggs reported on behalf of Denise Kay that the Friends event Dessert in the Stacks had approximately 30 people in attendance and was well received. Midland's Clef Dwellers performed and did an amazing job. The Friends presented their Faith Perry award that goes to someone for doing outstanding work to Keene Memorial Library Staff, much to the surprise of Laura and staff in attendance, for their hard work and dedication during Covid.

There is a Pop-Up Book Nook scheduled for November 5th & 6th and the Friends are still planning on a full book sale March 24th-27th 2022.

Finance

Director England-Biggs reported that there were no surprises with the expenditure report.

With no further business, motion to adjourn was made at 7:31 p.m. with Board Member Moenning making the motion and Board Member Rathke seconding it. Ayes: Adamson, Moenning, McClain, Rathke and Pence. Motion carried 5-0.

Next meeting will be held in the Library Conference Room at the Library/ Online via ZOOM, on October 18, 2021 at 6:30 pm.

Prepared by Tracy Parr, Library Senior Office Associate

Signed by Amanda Moenning, Library Board Secretary

NLFS001 Auditors Trial Balance

Accounting Period: 12/2021

Fund(s): 001 - General Fund

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Fund: 001 - General Fund

Account	Account Description	FYTD through 9/30/2021	Original Budget	Encumbered	Budget Balance	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications	2,400.00	2,500.00		100.00	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements	28,026.79	24,000.00		(4,026.79)	21,525.39	19,638.90
001-2031-419.30-55	Software	5,486.10	5,500.00		13.90	4,885.56	4,694.20
001-2031-419.30-56	Parts/Mach & Equipment	718.66	14,000.00		13,281.34	474.41	5,763.14
001-2031-455.10-10	Salaries/Wages	455,619.12	581,461.00		125,841.88	468,654.57	513,512.91
001-2031-455.10-14	Health Insurance	109,533.37	120,220.00		10,686.63	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	33,230.94	42,928.00		9,697.06	34,569.52	37,821.63
001-2031-455.10-23	Pension	15,721.81	22,715.00		6,993.19	17,792.41	20,387.66
001-2031-455.20-11	Postage & Printing	1,600.00	5,550.00	3,200.00	750.00	2,400.00	2,400.00
001-2031-455.20-13	Training & Travel	3,016.24	12,000.00	441.00	8,542.76	4,607.17	4,872.88
001-2031-455.20-33	Legal Advertising	46.53	100.00		53.47	271.18	60.86
001-2031-455.20-41	Utility Services	41,991.45	52,000.00		10,008.55	38,211.98	45,905.71
001-2031-455.20-60	Repairs & Maintenance	3,787.96	10,000.00		6,212.04	14,381.82	5,479.50
001-2031-455.20-65	Service Agreements	17,929.86	11,000.00	1,960.49	(8,890.35)	13,063.98	10,218.62
001-2031-455.20-70	Rents	590.28	800.00		209.72	591.09	593.52
001-2031-455.20-93	Dues & Subscriptions	17,049.27	16,000.00	79.96	(1,129.23)	29,458.36	17,133.17
001-2031-455.20-98	Taylor collection	469.19	500.00		30.81		
001-2031-455.20-99	Other Contractual Service	21,398.17	34,000.00	18,370.36	(5,768.53)	26,825.53	23,695.18
001-2031-455.30-31	Office Supplies	3,011.77	10,000.00		6,988.23	2,971.65	5,082.38
001-2031-455.30-35	Printing	767.42	500.00	60.00	(327.42)		62.50
001-2031-455.30-41	Food Supplies	345.20	4,000.00		3,654.80	597.35	2,865.23
001-2031-455.30-44	Fuel/Oil/Grease	33.96	250.00		216.04	38.98	73.53
001-2031-455.30-49	Bldg/Structural Materials	5,435.52	10,000.00		4,564.48	14,516.59	9,863.77
001-2031-455.30-51	Books & Periodicals	138,689.88	180,000.00	26,868.04	14,442.08	149,083.37	148,850.83
001-2031-455.30-63	MV Fuel Parts	37.17			(37.17)	7.99	59.65
001-2031-455.30-76	Signs		1,000.00		1,000.00		
001-2031-455.30-79	Other Commodities	4,382.96	10,000.00	83.18	5,533.86	14,443.25	6,902.88
001-2031-455.40-13	Bldg/Improve Acquisition	193,815.00	3,047,000.00	396,025.00	2,457,160.00	32,617.50	
001-2031-455.81-00	Grant Appropriation		100,000.00		100,000.00		

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