

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

Held at the City Council Chambers, 2nd Floor and Board Chair Tom Adamson called the meeting to order at 6:55 pm.

Roll Call

The following members were present: Tom Adamson, Linda McClain and LeAnn Rathke. Shari Kment and Amanda Moenning were absent. Also present was Laura England-Biggs, Interim Library Director. Library Assistant II Dorlissa Beyer 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 move item 5 (Unfinished Business) to after Approval of the minutes at the request of the Interim Library Director – motion by Board Member McClain, second by Board Chair Adamson. Ayes: Adamson, McClain, Rathke. Motion carried 3-0

Motion to adopt amended agenda for February 15 2021 regular meeting. Board Member McClain moved, seconded by Board Member Rathke to adopt the amended agenda for February 15 2021 Library Board Meeting. Ayes: Adamson, McClain, and Rathke. Motion carried 3-0.

Reading of Minutes

Board Member Rathke moved to dispense with and approve the January 18, 2021 minutes, seconded by Board Member McClain. Ayes: Adamson, McClain, and Rathke. Motion carried 3-0.

Unfinished Business

Proposed Revision to the Keene Memorial Library Policy Manual (review and recommend to Council): Interim Director England-Biggs reviewed the changes made to the document since it was approved for review by Council on December 21, 2020.

Page 12, strike the phrase “or persons owning property in Fremont” from 6.1.1 under Borrowing Privileges

Page 16, adjusting the number of renewals for regular items (up to three) and new items (one). Those renewals would not happen if an item was on hold for another borrower.

A motion to accept the changes and recommend to Council was made by Board Member McClain, seconded by Board Member Rathke. Ayes: Adamson, McClain, and Rathke. Motion Carried 3-0.

New Business

Election of a Library Board Vice Chair – Board Chair Adamson nominated Linda McClain. There were no other nominations from the floor. Ayes: Adamson, McClain, and Rathke. Motion carried 3-0.

Reports

1. Library Director’s Report

- a. Expansion Project Architect Update: Interim Director England-Biggs reported on the meetings attended with the architects and project managers. Copies of an updated design are in the board packet – larger copies are available from the Interim Director at the library. Contractor bidding process was reviewed – Tetrad is preparing a Request for Proposal (RFP) which needs to be approved by the City Administrator/Assistant City Administrator. It will go out when approved, with a tour scheduled February 23 and questions due February 24. Answers will be provided February 26 and final proposals are due March 3 or 4. There is a pre-selected list of contractors from Tetrad, and the City is welcome to add names to that list for solicitation of the RFP. No action was taken.
- b. Library Director Search Update: Assistant City Administrator Wimer reported that HR posted the position on Tues February 9. It will be open until filled. Notice was posted at the Nebraska Library Commission job board, another library job board, the Omaha World

Herald and Lincoln Journal Star in addition to the City's job site. HR will watch for a qualified pool of applicants, then narrow to their top five for a phone interview. The top three from that process will be interviewed by HR. ACA Wimer and the board Library Director Selection Committee members. Once a decision is reached by that group, they will recommend a name to the Mayor and Council for approval.

Board Member Rathke asked about the qualifications for the applicants – England-Biggs confirmed that the position requires a four-year degree in liberal arts supplemented with an ALA-accredited Masters in Library Science. No action was taken.

- c. Staffing Update: One part-time aide left after four days, putting us back at three vacancies out of 9 billets for Library Aides. ACA Wimer shared that this problem of vacancies is shared by other departments across the City (notably in the Dispatch Center). 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. The Friends of the Library Book Sale for March 2021 has been canceled. Denise asks that folks continue to support the Book Nook at Dave's Drive-In Liquor Store on East Military. No action was taken.
3. Finance - Library Expenditures Report. Interim Director England-Biggs noted that the encumbrances to be cleared from the FY2020 purchase orders were complete. There were several lines that are over-encumbered – England-Biggs explained that Service Agreements includes snow removal contracts which encumber for the entire season at the beginning of the contract; Printing includes a purchase order for two-pocket folders to be used for the Expansion Project and is charged against that project number. The total cost of the folders exceeds the original budget for regular printing needs. Board Member Adamson asked if there was reason for concern, and the Interim Director replied that there was not. No action was taken.

With no further business, motion to adjourn was made at 7:21 p.m. with Board Member Rathke making the motion and Board Member McClain seconding it. Ayes: Adamson, McClain, and Rathke. Motion carried 3-0.

Next meeting will be held at the City Council Chambers, 2nd Floor/ Online via ZOOM, on March 15, 2021 at 6:30 pm.

Prepared by Laura England-Biggs, Interim Library Director

Signed by Shari Kment, Library Board Secretary