August 19, 2019

Board President Larry Jirsak called the meeting to order at 3:30 p.m. in the library board room.

Roll Call
The following members were present: Larry Jirsak, Mandy Ostdiek, Earl Underwood, Tom Adamson and Shari Kment. Board Member Shari Kment came in later at 3:45. Also present was Library Director Walker, and Senior Office Associate Tracy Parr. Tracy 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 library board room and library auditorium.

Reading of Minutes
Board Member Earl Underwood moved to approve the July 29th minutes as written. Board Member Mandy Ostdiek seconded it. Motion carried, with a 4-0 vote. Ayes: Larry Jirsak, Mandy Ostdiek, Earl Underwood & Tom Adamson and with Shari Kment absent at that time.

Unfinished Business
1. Library Policy Handbook. Director Walker shared that library staff made all of the changes & improvements that the Board suggested. Laura England-Biggs made a tracked changes document & it was emailed to all of the Board Members. Director Walker asked that the Board Members review the edits for a final time so at the September 16th Board meeting we can put the manual to a vote, to recommend approval to the City Council. Due to Tom Adamson being a new Board Member, Director Walker gave an overview of how policies & procedures as well as the Board work together to advise the library.
2. Article 7 of the Library City Code. Director Walker presented the final changes to the City code & explained them. Several Board members made mention of additional errors that needed to be fixed, so Director Walker advised that she would take it back for revision & re-present it at the September 16th Board meeting for motion to recommend approval to city council.

New Business
1. Welcome to new board member Tom Adamson. Tom is a retired professor from Midland University and a local author of Poetry. Larry Jirsak gave a warm welcome to our newest Board Member and everyone present took a moment to introduce themselves.
2. SRP Overview. Statistics were given by Laura England-Biggs about Summer Reading Program participation and completion rates. The numbers were outstanding this year and exceeding expectations by 200%.
3. Digitization Process. Director Walker explained how we have been working on the process of scanning and digitizing all of the documents in the administration filing cabinets with the help of volunteers Ruth Fischer & Denise Kay.
4. NLA Conference. Discussion was held on the number of continuing education credits that had to be completed by December 17, 2019. Tracy Parr advised the Board Members that NLA conference is coming up in La Vista, October 3rd & 4th. She told the board that they can attend to reach the 20 continuing education credits. Board Members Larry Jirsak, Shari Kment, Earl Underwood & Mandy Ostdiek all said they would be able to attend on Friday October 4th. Director Walker informed the Board that Sullivan Law Offices approved them watching webinars following monthly meetings as long as the Board meeting is over & no business or discussions were held. This will be listed on the meeting agendas.

Reports
1. Expansion Report. Director Walker mentioned that the Friends of Keene Memorial Library have hired Paul Strawhecker & Associates to oversee & assist with fundraising. The Board requested that we see if the firm can present any plans they have developed at the next month's meeting. Director Walker will extend the invitation.

With no further business, motion to adjourn was made at 4:20 p.m. with Board Member Mandy Ostdiek making the motion and Board Member Earl Underwood seconding it. Motion carried.

Next meeting will be held at the library in the conference room on September 16th, 2019 at 3:30 pm.

(Signed) by Tina Walker, Library Director