

## Maltman Memorial Library Board

### Meeting Minutes

August 11, 2021

Board President Marilyn Engelker called the in-person meeting to order at 9:00 am.

Open Meetings Act acknowledged.

Board member roll call taken with Mavis Reiter, Mary Harders, Marilyn Engelker, Library Director Deb Fairbanks and Assistant Librarian Shannon Ellison present. Jane Wagoner arrived at 9:05 am, after the approval of last month's minutes. Bev Voss had an excused absence.

Approval of prior meeting minutes: Mavis moved, Mary seconded, 3/0 approval of the July 14, 2021 minutes.

Financial Report: Mavis moved, Jane seconded and 4/0 approval of the following purchases: LIBIB fee \$60.00, toner cartridge \$50.99 and US Post Office \$8.58 for return postage on the Book club kit.

Audience Participation: Deb introduced Shannon Ellison as the new assistant librarian.

Deb's Library Director's Report:

- 1) \$500 Overdrive subscription (ebooks) which is to be billed to the library Oct. 1.
- 2) Deb received a \$79 scholarship to attend the CPLS virtual conference.
- 3) Deb and Shannon will attend a Cricut workshop Sept. 22nd in Kearney.
- 4) The Bookclub will attend the Nebraska State Fair August 30.
- 5) Deb notified the Library Commission of the change in directors.
- 6) The ARPA (American Rescue Plan Act) grant funds of \$4,119 arrived by check 8/9/21.
- 7) Summer programs are over, with the Christmas in July movie attendance being 0, summer reading in the park was 0 attendance except for the days summer school children attended as a group. The May through July Reader Zone program had 16 participants. A total of 101 crafts in a bag were given out for the 4 weeks in June.
- 8) New for September is a monthly calendar listing library programs and times. To publicize the events, Shannon will email the calendar to patrons and post on Facebook and the website.

#### New Business:

Newly Appointed Board Members: Abby Rennau, Myriah Leisher and Anna Fehringer will join the Board in September. Marilyn called each to welcome them to the Board and invited them to today's meeting.

City Recommendations: Deb read the following which was addressed to the Library Board and is included in the July 20, 2021 City Council minutes:

“Rotter motioned to make a recommendation to the library board regarding the City’s expectations for their operation hours and use of volunteers. The recommendation is to include the following:

Library to be open Monday -Friday and 3 hours on Saturday (9-12)

2 nights per week to be opened until later in the evening (7), not Wednesday due to other community/church activities.

Not to open before 9 am on any day.

Keep the hours worked to 32 per week for the Director and a total of 24 per week for the parttime help.

Develop and utilize a volunteer base.

Incorporate and advertise more programs for all ages (robotics, Stem, etc)

In response to these recommendations, Deb developed a September program calendar for patrons. She will ask for volunteers to help with the children’s programs. Fall/Winter hours are:

Deb: Monday, Tuesday, Wednesday, Thursday 8am-12pm, 1pm-5pm.

Shannon: Beginning in Sept. Tues. and Thurs. 8-12 and 12:30pm- 5:00pm (half hr lunch)

Anna: Monday, Wednesday, Friday 5:00-7:00pm and 2<sup>nd</sup> Saturday of month 9am -12 pm

Jane moved, Mavis seconded the above hours, 4/0 approval.

Other: Dottie Pence will teach a diamond dots program. Deb will ask for volunteer help on Facebook and the Clipper newspaper to assist with children’s programs.

#### Old Business:

Policy Amendments: Jane moved, Mavis seconded and 4/0 approval the updates to Maltman Memorial Library Policies, specifically sections #14 Public Services, #15 Staff Professional Development, #18 Unattended children and #21 Volunteers.

Public Facebook: Eric Nielsen is trying to obtain password access to the library’s commercial Facebook page. With no library or city employee knowing who originated the page, acquiring control is difficult.

JEO Feasibility study: The committee plans to ask JEO for some design changes. The committee will meet next with JEO in September.

Budget update: Nothing to report.

Strategic plan: Tabled until the September to allow the new Board members to help with updating it.

Announcement: Christa Porter, of the library commission, emailed Deb congratulations for maintaining the library’s silver certification and addressing compliance with the Open Meetings Act.

Mary will coordinate setting up the next meeting date.

Adjournment: Mavis moved, Mary seconded and the meeting adjourned at 10:40 am. 4/0.