

## **Holdrege Area Public Library January 9, 2024 Board Meeting**

The regularly scheduled board meeting of the Holdrege Area Public Library was called to order in the library conference room at 4:00 pm. The meeting was conducted in compliance with the Nebraska Public/Open Meetings Act posted on the bulletin board in the conference room.

Members present were John Sauder, Bill Yochum, Jennifer Sand, Annette Sindt, Sue Christensen, Julie Johnson, Cassie Ehrenberg, Maureen Epping, and library director Mike Burris. Members Sandi Ericson and Rosanna Meyer were absent.

**Minutes:** The minutes from the December 5, 2023 meeting printed in the meeting agenda were reviewed. A motion to approve the minutes was made by Bill Yochum and seconded by Annette Sindt. The minutes were approved with affirmative votes from John Sauder, Bill Yochum, Jennifer Sand, Annette Sindt, Sue Christensen, Julie Johnson, Cassie Ehrenberg, and Maureen Epping.

**Public forum:** There was no one present for public comment.

**Auditor's report:** The auditors have not given the final report yet. Mike will follow up with them.

**Financial report:** The financial report, printed in the meeting agenda, was reviewed. It was moved by Jennifer Sand and seconded by Cassie Ehrenburg to approve the financial report. The report was approved by affirmative votes from John Sauder, Bill Yochum, Jennifer Sand, Annette Sindt, Sue Christensen, Julie Johnson, Cassie Ehrenberg, and Maureen Epping.

**Approval of bills:** The monthly bills, listed on the expenses and vendor detail and balance sheets, were reviewed and approved following a motion to approve made by Sue Christensen and seconded by Julie Johnson. The motion passed with affirmative votes from all members present: John Sauder, Bill Yochum, Jennifer Sand, Annette Sindt, Sue Christensen, Julie Johnson, Cassie Ehrenberg, and Maureen Epping.

**New business:** John Sauder and Mike Burris reported on their recent visit to the old Great Western bank location as a potential new library site. It was decided that this would not be a good fit at this time as it would not allow the library to expand its current offerings.

The policy on library use and borrowing privileges was reviewed. It was moved to make the following changes to the policy:

Library staff members will check out materials to any patron who presents his/her library card in good standing. A library card is non-transferrable, and cannot be used by another person, so if the library staff suspect that the patron is using another's card, they may ask for proof of identification. Exceptions may be made for use of cards between family members who live at the same address as long as there are no charges for lost or damaged materials, or overdue items, on any family member card.

It was moved by John Sauder to accept these changes and seconded by Bill Yochum. These changes were approved with affirmative votes from John Sauder, Bill Yochum, Jennifer Sand, Annette Sindt, Sue Christensen, Julie Johnson, Cassie Ehrenberg, and Maureen Epping.

Staff vacation accrual was also discussed and the following change to the Personnel Manual was proposed:

An hourly employee must work six months before taking paid vacation. Vacation time may be accumulated to 150% of annual allowance. When the limit is reached, vacation hours stop accruing until the total number of hours goes below the limit of 150%.

It was moved by Bill Yochum and seconded by Cassie Ehrenberg to approve this change. The motion passed with affirmative votes from were John Sauder, Bill Yochum, Jennifer Sand, Annette Sindt, Sue Christensen, Julie Johnson, Cassie Ehrenberg, and Maureen Epping.

A proposal from the library's insurance broker regarding a change in the health insurance the library offers was discussed. A motion to allow staff that qualify for Medicare the option to switch providers, with the premiums to be paid for by the library was considered. John Sauder made a motion to approve the motion and Jennifer Sand seconded. The proposal was approved with affirmative votes from John Sauder, Bill Yochum, Jennifer Sand, Annette Sindt, Sue Christensen, Julie Johnson, Cassie Ehrenberg, and Maureen Epping.

The Give2Grow funds were discussed. They were not enough to cover the replacement of the patron computers, so it was moved to allow the library director to use the Give2Grow funds plus the depreciation funds up to a combined total of \$10,000 to purchase these new computers. Bill Yochum made a motion to approve this and Annette Sindt seconded it. The motion was approved with affirmative votes from John Sauder, Bill Yochum, Jennifer Sand, Annette Sindt, Sue Christensen, Julie Johnson, Cassie Ehrenberg, and Maureen Epping.

**Director's report:**

1. \$500 was spent on air purifiers to help with the unknown smell. They are placed throughout the library and in Mike's office.
2. The library received \$8408 from the Give2Grow fundraiser. This money will be used to replace the patron computers. However, this was not quite enough to cover the cost. A motion was proposed (see above) to cover the remainder of this cost.
3. Once the new computers have been installed, the old computers will be donated to the Friends of the Library after the library programs have been removed.

**Adjournment:** A motion to adjourn the meeting was made by Sue Christensen and seconded by Annette Sindt. Meeting adjourned at 5:08 pm.

Respectfully submitted,  
Maureen Epping, secretary