

Holdrege Area Public Library
Minutes for July 9, 2024 Board Meeting

Call to Order: The regularly scheduled board meeting of the Holdrege Area Public Library was called to order in the library conference room at 4:08 pm by board president, Cassie Ehrenberg. 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 Annette Sindt, Julie Johnson, Bill Yochum, Sue Christensen, Maureen Epping, Cassie Ehrenberg, and Jennifer Sand. Rosanna Meyer arrived later. Also in attendance was interim director Diana Urbom. Lori Larson and Anna Sertich were absent.

Minutes: The minutes from the June 4, 2024 board meeting, printed in the meeting agenda, were reviewed and amended to correct the attendance record. A motion to approve the minutes as amended was made by Jennifer Sand and seconded by Annette Sindt. The minutes were approved with affirmative votes from all members: present: Annette Sindt, Julie Johnson, Bill Yochum, Sue Christensen, Maureen Epping, Cassie Ehrenberg, and Jennifer Sand.

The minutes from the June 12, 2024 emergency board meeting, printed in the meeting agenda, were reviewed. A motion to approve the minutes was made by Annette Sindt and seconded by Maureen Epping. The minutes were approved with affirmative votes from all members: present: Annette Sindt, Julie Johnson, Bill Yochum, Sue Christensen, Maureen Epping, Cassie Ehrenberg, and Jennifer Sand.

Public Forum: No members of the public were present.

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

Approval of bills: The monthly bills as listed on the expenses by vendor summary page were reviewed. A motion to approve the bills was made by Annette Sindt and seconded by Julie Johnson. The motion passed with affirmative votes from all members present: Annette Sindt, Julie Johnson, Bill Yochum, Sue Christensen, Maureen Epping, Cassie Ehrenberg, Jennifer Sand and Rosanna Meyer.

New business: President Cassie Ehrenberg led the discussion of several topics:

- 1) The need to prepare an onboarding packet for new members and to review and update the bylaws
Bylaws will be reviewed at the August meeting.
- 2) The job description and ad for the library director position
Jennifer Sand made a motion to approve the job description for posting with an added email up to \$150/year, contingent upon access being available outside the library. The motion was seconded by Rosanna Meyer, and was passed by a unanimous vote of the members present: Annette Sindt, Julie Johnson, Bill Yochum, Sue Christensen, Maureen Epping, Cassie Ehrenberg, Jennifer Sand and Rosanna Meyer.
- 3) Review a revised staff job description
A motion by Annette Sindt, seconded by Bill Yochum to approve the revised staff job description was passed. All members present voted yes: Annette Sindt, Julie Johnson, Bill Yochum, Sue Christensen, Maureen Epping, Cassie Ehrenberg, Jennifer Sand and Rosanna Meyer.
- 4) Acknowledged that the needed board certification credits were completed before the deadline
- 5) Questioned the libraries obligation to the Iron Horse Arts District considering the MOU (memorandum of understanding) that was signed by the former director
This issue was tabled until next meeting when the MOU will be available for review.
- 6) Reviewed and confirmed agreement with the existing Library Policy on Gifts (donations to the library)
- 7) Reported that the open County seat on the library board has been filled and approved by the county

Old Business: President Cassie Ehrenberg led discussion about options and future steps to continue working toward a new library. She suggested a committee should be established to work with the city council. This was tabled until the next meeting.

Interim Director's Report:

1. The names of those who have been appointed to sign checks for the library during the 2024-2025 fiscal year need to be documented in the minutes.

(Added here as documentation, those individuals are President Cassie Ehrenberg, board member Bill Yochum and staff members Cindy (Cynthia) Gitt and Tami Mues).

2. Friends of the Library book sale was a success.

3. Sensory tiles have been moved into the Children's library.

4. The Interim Director is working to set up two-factor authentication with Fortinet, our internet security company.

5. Presentation of the budget to the County Commissioners (6/25/24) and City Council (7/2/24) went well.

6. A monetary donation from a patron's family was received and will be deposited into the library's account at the Foundation.

7. Sierra Burrows submitted an email to the staff describing her experience at the STEM conference she attended. That information was shared with the board.

Discussion following the interim director's report included questions about the boxes and tables that are still out after the book sale. President Cassie Ehrenberg will send an email to Friends of the Library President Jenny Munn to inquire.

Adjournment: Being no further business before the board, the meeting was adjourned at 5:23 following a motion by Annette Sindt and seconded by Jennifer Sand.

Next Meeting is scheduled for Tuesday, August 6, 2024 at 4:00 pm in the library conference room.

Respectfully submitted by Sue Christensen
for secretary Maureen Epping,