

Maltman Memorial Library Board

Meeting Minutes

November 18, 2020

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

Open Meetings Act acknowledged.

Board member roll call taken with Mavis Reiter, Bev Voss, Mary Harders, Marilyn Engelker, Jane Wagoner, and Library Director Deb Fairbanks in attendance.

Prior Minutes approval: No additions or changes made to the minutes. Mavis moved and Bev seconded approval of the October 2020 minutes. 5/0 approval.

Financial Report: Jane moved, Mavis seconded and the Board approved the following expenses: \$5.25 craft expense, \$13.96 cleaning products, \$178.65 Cricut and seed supplies and \$297.16 book order.

Audience participation: None.

Library Director's Report:

- 1) The library received the Youth for Excellence grant to be used towards a button maker and laminator.
- 2) The embroidery and Cricut machines are available for public use by appointment only. Patrons have come in to use the Cricut.
- 3) So far 14 patrons are using Overdrive, the free ebooks program. Another column will be added to the monthly circulation report to reflect Overdrive checkout numbers. Flyers informing families of the new Overdrive library resource were sent home with elementary children. Deb contacted Heather Zessin to have this information also posted on the schools website. Deb has also posted this on the library's fb page and noted it several times in her articles for the Clipper.
- 4) Deb and Mandy completed online training with Sam Shaw of the Nebr Library Commission concerning filling out the bibliostat information which is required to receive state aid. Because of COVID, changes will be needed in the forms. Deb and Mandy will begin filling out the requested statistical information due February 2, 2021.
- 5) Deb will purchase six smoke/carbon dioxide detectors for \$120. The Board approved purchase of such detectors in October 2020.
- 6) Because of recent Covid-19 in-person gathering limits and the Board's meeting in the library, Deb reported the library's capacity limit of 33 yields a 25% occupancy of 7. Per the library commission, library staff are not counted in these totals. Deb will be checking into Zoom for future meetings.

New Business: None

Old Business:

- 1) By-laws: Jane moved, Mavis seconded and the Board approval by vote of 5/0 changes to the By-laws. Deb agreed to correct spelling and grammar for the final version.
- 2) Library Policy: Bev moved, Jane seconded and the Board approved 5/0 the updated library policy.
- 3) The library obtained its own trash removal service. and the staff appreciate it.
- 4) Still waiting on tree removal. The tree removal vendor hasn't responded to Brett's calls. Mary reported Mayor Cramer stated at 11-17-20 city council meeting he will try to contact the vendor.
- 5) Deb reported there is now weather stripping on the south door.

Building committee: Marilyn stated she informed the Mayor, James Thompson, Eric Neilson, Heather Rotter and Travis Fairbanks (all members of the city council) she is resigning from participating in the nursing home renovation feasibility study due to the expansion of the present library not being included in the feasibility study. She also reminded the city council the Library Board's legal vote according to state statutes governing libraries of August 2019 to remain in our present location.

Announcements: Mary reported the following:

- 1) The city council did not have a specific date for when the nursing home renovation feasibility study would begin.
- 2) Per information provided by city auditor Marci Luth, city spending on library service was \$37 per capita versus the recommended \$65 per capita. Marci attributed Wood River's low per capita spending to low depreciation expense.
- 3) City treasurer Christina reports the library's beginning cash balance for October 1, 2020 is approximately \$30,244. This exceeds the budget requirement for starting a new year with \$12,500 cash and the improved position results from underspending budget items in year 2019-2020.

Next Meeting: December 9, 2020 9:00 am at the library.

Bev moved, Mavis seconded and the Board approved 5/0 to adjourn the meeting at 9:40 am.