

Maltman Memorial Library Board
Meeting Minutes
February 17, 2022

Myriah called the meeting to order at 6:35 pm.

Open Meetings Act acknowledged.

Roll Call: Matt Troyer-Miller, Anna Fehringer, Myriah Leisher, Abby Rennau, Mary Harders and Veronica Kaufman were present.

Approval of January 20, 2022 meeting minutes: Anna moved and Myriah seconded, 5/0 approval.

Public Participation: None

Financial Reports: Veronica provided spreadsheets listing January purchases, a 2021/2022 monthly expense summary, an estimate of 2021/2022 projected salary expense, and year-to-date expenses versus budget.

-Anna reviewed February's expenses of: Programming \$77.53, office supplies \$87.38, Books \$1,545.39, supplies \$313.33 for a total of \$2,023.63.

-Per Veronica's calculations, the library will spend \$32,890 for salaries in the 2021/2022 budget year. Subtracting \$32,890 from the yearly budgeted salary allocation of \$51,000 equals \$18,110 of projected unused salary expense. The Board members discussed how the projected unused salary expense may be used for other expenditures. They also acknowledged Councilman Eric Nielsen's recommendation to document in the library minutes board approval of reallocating funds between expense items.

Matt moved the library/Director Kaufman has authorization to use up to \$7,000.00 of projected excess salary funds for purchasing books. Abby seconded and the motion and the Board approved 5/0.

This motion brings the total funds the Board directs for use towards book purchases to \$13,500 for the budget year ending 9/30/2022. The \$7,000 will be used for upgrading the children/youth collection by 9/30/2022 as outlined in the Kreutz Bennett grant request.

Anna moved, Myriah seconded approving the financial report, 5/0.

Library Director's Report:

-Attendance: The library is averaging nearly 6 patrons per day.

-Annual Library Survey: Veronica plans to submit it 2/18.

-Programming: Attendance included 9 girls, 15 adults for the Tutus, 3 adults for Bingo, two families for story-time, one family for Spanish story-time. The school after school program asked to split attendance between Tuesday and Wednesday temporarily. Veronica hasn't decided if she will grant the request.

-Wood River Welcome packet: Veronica updated the library portion.

-Library & Senior Center feasibility study: The feasibility study group unanimously recommends moving the library & senior center to the unused space at the Stick Creek Kids location. If the library board supports this recommendation, the Board would need to 1) rescind the August 7, 2019 motion that the library remain at the present location and expand on the original building. And, 2) The board would make a new motion and vote.

Abby moved to rescind the August 7, 2019 motion that the library remain at the present location and expand on the original building. Anna seconded the motion. The board approved 5/0. With all Board members voting to rescind the August 7, 2019 motion, the motion goes away.

Abby moved that the library should move from its current location to unused space at the Stick Creek Kids location. Anna seconded the motion. The Board approved the motion 5/0.

The Board will attend the 2/20/2022 City council meeting to discuss the decision to move the library.

Library Management Software: Myriah talked to Sam Shaw at the library commission about software systems used by Nebraska libraries. He said most use Apollo software. Some libraries connected to schools use Destiny. Myriah said it would be preferable to start the software purchase process now with the goal of converting software systems towards spring or summer. Myriah estimated the total cost of converting would be \$4,000, comprised of \$800 annual software license fee, \$1,200 set up fee, \$2,000 other supplies.

Myriah moved that the library should purchase the Apollo software system. Abby seconded the motion. The Board approved the motion 5/0.

Anna moved that the library use \$4,000 of projected excess salary budget funds for the software purchase, set up fee, and estimated associated costs to convert from Libib to Apollo software. Matt seconded the motion. The board approved the motion 5/0.

New Business:

Prime Time Reading- Board members agreed we should offer the program to the community this fall.

Abby moved the library should take the necessary steps to offer the Prime Time Reading program this fall. Anna seconded the motion. The Board approved the motion 5/0.

Matt left the meeting at 8:00 pm.

Hiring a Library Assistant or Assistant Director- Veronica gave members a job description for a new library assistant position. Veronica stated she was unsure about the job title and work hours and wanted clarification before advertising the opening. Myriah or Veronica will ask city administration for answers to these questions. Abby moved the library should hire another employee to assist Veronica. Anna seconded the motion. The Board approved the motion 4/0.

Adjournment:

Abby moved the meeting adjourn at 8:15pm. Anna seconded the motion. The members approved 4/0

Next Meeting: March 17, 2022 at 6:30pm at the library.