

Library Board Meeting Minutes
June 11th, 2024 12:15 PM
Crete Public Library UBT Room
1515 Forest Ave.

1. Open Meeting

The Library has posted a copy of the Open Meetings Act, Laws of the State of Nebraska, in the back of the meeting room. Additional copies are available to read, if anyone wishes one during this meeting, please advise. As each agenda item is considered, if there are any questions concerning the agenda item please advise. The Board may consider items listed on the agenda in random order. This meeting was posted at the Crete News.

2. Roll Call—Tom King, President, called the meeting to order at 12:15pm. Other board members present were Jim Crouse, Amanda Lopez, Jan Sears. Also present was Jessica Wilkinson (Library Director), Laura Renker (Assistant Director), Tom Ourada (City Administrator). Absent: Jared List and Carrie Wilsman (Friends of the Library President)

3. Consent Agenda—Board will consider approval for the following items. Explanation may occur for each item and the council approves and/or amends the items listed.

A. Minutes of Previous Meeting. Meeting notes from April 9th were not present due to issues with access to them. Ourada informed the board that minutes could be approved at the following month's meeting.

4. Reports—

A. Friends of the Library— Wilsman sent the following update with the board:

1.) Imagination Library:

- 288 children registered
- 106 graduated
- Runza has agreed to donate ice cream cones to Imagination Library graduates who come to the library and sign up for a library card. More news on this following Thursday's meeting

2.) Volunteer Opportunities

Friends of the Library will be encouraged to volunteer for the summer reading kick off and for the Reading with Friends in July

3.) The Friends elections for board of directors and officer positions will be in September, we encourage library board and staff to inform Carrie Wilsman of any active library members who should be considered for officer positions. We have 13 Board of Directors positions and three are up for reelection this year. Board members serve a three year term and officers are elected annually.

4.) National Friends of the Library week is October 20-24th 2024.

5.) Updates to Library staff-all donations need to be put in remit envelopes so we can properly thank donors and for sufficient records. If donors want to remain anonymous, please clearly note that on the remit envelope. Never leave cash for us in our mailbox without putting it in a remit envelope with as much information as you can provide.

6.) Next Friends meeting is Thursday June 13th at 5:30.

B. City Administrator— Ourada discussed the following with the board:

1.) Budget conversations have started and meetings are monthly for these.

2.) Talk was discussed on the storm shelter connected to the Library. The policy is being finished and was delayed due to staff changes when the shelter was originally built. Jessica has NIMS(National Incident Management) certification and training pertaining to procedures related to emergency situations.

3.) Grounds upkeep was discussed. Ourada said collaboration will be done with Liz Cody on the grounds upkeep and maintenance. The street department would be who would work on our musical instrument pad when a date is set.

C. Director— Wilkinson discussed the following with the board:

- 1.) A handout was provided breaking down the circulation statistics, card holder 2023-2024 numbers, interlibrary loans, programs and the door count numbers. The documentation broke it down according to how many people attend events and approximate age range, what books were interlibrary loaned and the top 10 materials checked out in the month of May. The door count for May was 8,179.
- 2.) The new copier system is set up for faxing.
- 3.) The new Stay and Play program was started to replace Storytime during the months of May and June.
- 3.) The new Imagination Playground is here and was donated by the Friends of the Library.
- 4.) Purina came and put mulch around the outside of the building, which was part of a volunteer project that Purina does.
- 5.) The Crete Reads! Book was selected: "No Two Persons" by Erica Bauermeister. The committee will be helping plan the programs around the books.
- 6.) Future programs include: 3 book clubs held at various dates and times. A Paint and Pour Adult craft night at the Eagles club. A teen movie marathon on June 27th. Summer Reading Kick off. Food truck Thursdays held throughout June and July, along with food trucks at the summer reading kickoff. Reading with friends will be in July, and Library Dog Story time on June 21st at 10:00am with Wilkinson's dog, Ginger in attendance.
- 7.) Wilkinson informed the board that she is working on a Makerspace, which is a "how to" on how to use some of the items that the library has in the LOTs. This will be posted on YouTube along with links on the library website to the YouTube site.

D. Board Members: Discussion will be held at the next meeting in regards to appointing a secretary for the board.

E. President: —

5. Special Order of Business—

A. Personnel: Jessica Wilkinson assumed the role of Director of the Crete Public Library May 1st 2024.

B. Building and Equipment concerns:

- 1.) The board would like to see a date set to add the cement pad for our donated musical instruments. It has been years since the instruments were purchased with money raised through donations and the board would love to see the community getting to enjoy them.
- 2.) Computers are outdated for both staff and patrons. 3 new computers were ordered and more discussions with the Friends of the Library on the idea of donating additional ones.

C. Board Duties:

- 1.) Discussion about whether to change the time of the board meeting was held. The board agreed that the time worked for all present.
- 2.) The board has 2 hours left to obtain certification hours. Plans to obtain them over the next couple months was made regarding relevant webinars and ways to utilize AI.

D. Administrative: NA

6. Petitions-Communication- Citizen concern: Both concerns were brought to the Friends of the Library.

- 1.) A few citizens have expressed wishes that the library was open on Sundays.
- 2.) It was stated that it would be helpful if the library staff wore name badges to identify them. Wilkison reported she was currently working on the name badges.

7. Adjournment—Meeting adjourned at 1:19pm motioned by Crouse, seconded by Sears. Crouse, Lopez, and Sears voted to approve adjournment. The next meeting will be the second Tuesday of the month: Tuesday, May 14th, 2024, at 12pm in the UBT Room of the library.