

**Chadron Public Library  
Board of Directors  
MINUTES  
November 6, 2018  
Chadron Public Library Annex**

**Members present:** Drew Petersen, Robin Foulk, and Lisette Bogner

**Members absent:** Robert Wahlstrom (excused)

**Guests present:** None

**Call to Order:**

- President declared meeting open at 6:33 p.m.
- Acknowledged the posted Nebraska Open Meeting Act.

**Public:** No member of the public present.

**Consent Agenda:**

1. Board meeting minutes – October 2, 2018
2. Executive Director report – October 2018
3. Library statistics reports (Statistics October 2018 and Statistics Report FY 2017-2018)

Motion to approve the consent agenda by Lisette Bogner with correction to October 2, 2018 minutes, seconded by Robin Foulk, motion carried unanimously.

**Approval of Bills - October 2018:**

Board reviewed bills presented by the Executive Director totaling \$4,996.46.

Motion by Robin Foulk to accept and to pay the bills for October 2018 in the amount of \$4,996.46, seconded by Lisette Bogner, motion carried unanimously.

**Committee and Group Reports:**

**Friends of the Library Report:** The last book sale went very well as over \$350.00 was raised. The Friends will continue to do brown-bag sales in the future. The Christmas Cookie Party is planned for the first Friday in December.

**Foundation Committee Report:** No report.

**Renovation and Expansion Committee Report:** No report.

**Other Committee Reports:** No reports.

**Old Business:**

1. Update on personnel hourly wages – The new wage adjustments have not yet been instituted by the City as of the fiscal year. The President contacted the City Manager about this delay. The City Manager stated he needed a letter from the Board and the personnel evaluations from the Library Director. The President stated that both of these items had been provided in a timely manner and proceeded to follow up with the City Manager to ensure the adjustments were made. Both items were re-submitted per the City Manager’s request. The City Manager will be sending the appropriate direction to HR. The President will follow-up to ensure that the salary adjustments are back-dated.
2. Update on Library’s Innovation Studios grant – The machinery and equipment will arrive in July of 2019.
3. Policy Manual Update – Board discussed procedures for starting the review process.

**New Business:**

1. Revision of alcohol and drug abuse policies – This will be incorporated into the Policy Manual Update.
2. Revision of acquisition procedures – Reviewed the current *Patron’s Purchase Suggestion* form and discussed the Executive Director’s suggested revisions for the form.

**Executive Session:** No executive session held.

**Future/Other Items:**

- Board Membership
- Library Policy Manual Update

**Adjourn:** Drew Petersen made a motion to adjourn, seconded by Robin Foulk, carried unanimously. Board adjourned at 7:01 p.m.

**Next Meeting:** December 4, 2018 at 6:30 p.m. is the next regularly scheduled board meeting.

**Minutes by** *Lisette Bogner*

**Date:** November 14, 2018