

**Chadron Public Library
Board of Directors
Regular Meeting Agenda
December 7, 2021
Minutes
In Library's Y Room and on ZOOM**

Board President reads:

As required by Section 84-1412, subsection of the Nebraska Statutes, notice is hereby given that a copy of the open meetings act is posted for your examination.

- I. 6:32 p.m. Declare Meeting properly publicized and open to the public.
- II. 6:32 p.m. Roll call. Heather Crofutt, John Croates, Drew Petersen, Robin Foulk, Robert Wahlstrom present
- III. 6: 35 p.m. Opportunity for the public to address Board of Directors. None
- IV. 6:40 p.m. Consent agenda: Rob motion to approve all except October minutes since still not available. Heather seconded and motion approved.
Approval: November 2021 minutes.
Librarian: Report November 2021.
Approval of Statistics November 2021.
- V. 6:45 p.m. Approval Bills of November 2021. Motion to approve the bills in amount of \$5601.96 by John Coates and Seconded by Foulk – motion passed.
- VI. 6:50 p.m. Friends of the Library Report: Dan Bowen reported they need more volunteers; book sale yielded \$596.96 with a lot of people stopping in; Friends are getting ready for Christmas party scheduled for Dec 10th (which was postponed until Dec. 17th due to hazardous weather); Friends participated in outreach activity on “Sound Off” and discussed Makers Space and the different activities the library does; Friends will make a presentation January 17th at City Council. Rob Wahlstrom remarked the dinner Friends sponsored was very good.
- VII. 6:55 p.m. Chadron Public Library Foundation Report: Rosella reported the Foundation talked about refinancing the residential properties to get a better rate; Foundation reviewed the results of the survey Heather Crofutt designed which was a result of the financial analysis by NUMAN company; Foundation board asked Drew (Library Board) to contact request engineering /architect update expansion design to align with the financial obligation NUMAN had identified would be feasible to raise. Drew reported he requested the update in design and RATIO presented an agreement to provide the redesign at a cost of \$18,000(outlined in RATIO letter). Rob Wahlstrom moves to approve the letter of agreement with RATIO for the revised schematic design and Heather Crofutt seconded motion – motion was approved. Drew will sign agreement for Library board and will present agreement to Foundation to approve and sign.

Library Board reviewed letter written by Foundation written to City of Chadron concerning City Manager's charge to develop a MOU with the Chadron Library Foundation and City of Chadron at the request of City Management – Drew recommended board be provided additional guidance and suggestions by Library Board for input into the MOU. The following is a draft listing:

- a. Maintain, library structure utilities, staffing and administer grant funds that would need their authority and administration. Example CBG funds
- b. State the full project cost is 6mil (In original letter cost was estimated at between 1 to 4 million).
- c. ADA requirements and items 1 & 2 in original letter likely would or could not be done by City alone and will be part of the renovations and expansions.
- d. John Coates Recommends two from Library board, City Administration and 2 from Library Foundation be present to discussed MOU.

Rob Wahlstrom made motion to provide MOU recommendations seconded by John Coates- motion approved.

VIII. 7:05p.m. Renovation and Expansion Committee: Report. No report

IX. 7:10 p.m. Old Business: a. Library COVID-19 response. Rosella reported using the same procedure. Heather Crofutt asked when will the current “check in” books change and asked if the book drop could be used during nonwork times. Board recommends Rosella look at a new book drop options for audio. Rosella will make the old book drop available now.

b. Lawn management – Rosella will request a bid from Chadron Lawn Care to maintain library yards – Directors mentioned we will need to make sure City understands we will add this new item to our annual budget since in the past it was handled by city personnel.

c. Capital Expenditures projects. \$10,000 available – Rosella will talk with Jim Fletcher to do some improvements/maintenance with these funds now to avoid use of funding associated with the expansion budget.

Heather Crofutt had to leave at 7:28pm

d. ARPA grants update. Rosella applied for two American Recovery ? Art. \$6999.00 for Glow Forge (laser cutter) \$5355 Cricket Machine (leather, vinyl and metal). Laminator, Submersion Printer, chairs for youth. Grand opening is scheduled for December 10th which was postponed to December 17th, 2022.

- X. 7:30 p.m. New Business
- a. Holidays Schedule-Rosella and Sharon Dec. 24th on 9-1pm
Rosella reported her vacation plans.
 - b. Staff Evaluations and Compensations. 3% of cost of living and another cost increase due to evaluation for certain staff and position description.
 - c. Director evaluation. Directors were asked to complete Librarian's evaluations and provide to Drew summarize within the next week.

Rob made motion to adjourn @ 7:45 into executive sessions- second by Robin F – motion carried. Board moved into executive session.

Executive session ended at 7:48pm

Rob Wahlstrom made motion to adjourn at 7:51 and was seconded by Drew Peterson.

Next Regular Meeting January 4, 2022 at 6:30 P.M.

The Library Board of Directors reserves the right to adjourn into executive session pursuant to Section 84-1410 of the Nebraska Revised State Statutes.