**Library Board Minutes**

November 7, 2022

Hoesch Memorial Library Board of Trustees met on Monday, November 7, 2022 at 4:00 p.m. Present were Don Jardon, Bryan Lubeck, Betty Adkins, Pam Miller and Keri Anderson, Library Director. Absent, Doris Brandon.

Don Jardon called the meeting to order with attention given to the Open Meeting Act posted on the conference room wall.

Minutes of the previous meeting were read. The motion to approve the minutes as read was made by Bryan Lubeck and seconded by Betty Adkins. Motion carried.

Warrants for payment were reviewed. Betty Adkins made the motion to approve the warrants for payment with Don Jardon providing the second. Motion carried.

The following warrants were paid

 Keri Anderson 2,965.04

 Stephanie Adams 242.50

 Jennifer Roethke 355.88

 Breanna Brandt 424.13

Blackstone Publishing (Books) 31.46

Eakes Office Plus (Equip. Maint.) 589.60

Frontier (Telephone) 185.78

Hoesch Memorial Library (Petty Cash) 49.13

Hogeland’s Market (Supplies) 7.89

Keri Anderson (Travel & Meal Expense) 29.76

Library Store (Supplies) 100.31

NPPD (Electricity) 63.57

Reliable Pest Control (Bldg. Maint.) 90.00

Summit Window Cleaning (Bldg. Maint.) 96.00

Samantha Kresser (Contract Labor) 160.00

Circulation statistics and Budget statistics were reviewed.

**New Business**: Keri asked about having the library closed for Veteran’s Day. She noted that the city office is closed for Veteran’s Day. We decided that the library should be also. We discussed this year’s Thanksgiving closing schedule. We decided that the library will be closed Thanksgiving, the Friday following, and Saturday morning this year, also.

Cathy House and Mary Jo Radil have been asked, and agreed, to serve as replacements to the board as Betty and Doris step down at the end of the year. Bryan Lubeck made the motion to appoint Cathy House and Mary Jo Radil to the Library Board beginning January 2023, and Don Jardon seconded the motion. All were in favor. Their names will now be submitted to the City Council to approve at their December 7th meeting.

Policy updates were looked at. Don Jardon made a motion and Betty Adkins seconded a change to the holiday policy to include the Friday after Thanksgiving as a regular holiday. All were in favor.

Technology Policy updates will include replacing computers every 3 to 4 years, as needed. Keri will apply for a Nebraska Library Commission Library Improvement Grant this year to help with funding to replace one computer. She will ask the Friends of the Library if they will be willing to contribute the matching 25% needed for the grant. By mid-January, Keri is also planning to apply for a Science Kits for Public Libraries (SKPL) Grant from IEEE (Institute of Electrical and Electronics Engineers – Region 4) of up to $2000 for STEM kits that can be checked out.

**Other business:** The completed 2023-2027 Community Needs Response Plan has been sent in. Much thought and time went into it and is well done. Thank you to Keri and all who helped with it and all who will implement it in the next 5 years. Keri will finish the Accreditation Application this week.

Don reported on the book sale and quilt raffle. A total of $837.45 was brought in with $387.75 coming from the quilt raffle. Some books that were left were returned to the library’s Book Sale. Others not sold will be taken to Susan’s Books and Toys in Aurora. Don felt there was much appreciation and support shown for the library through the generous contributions during the sale.

The next meeting will be Monday, December 5, 2022 at 4:00 o’clock p.m.

As there was no other business, Betty Adkins made the motion to adjourn, second by Bryan Lubeck. Motion carried. Meeting adjourned at 4:45 p.m.

Respectfully,

Pam Miller

Acting Secretary