

**FREMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING  
01-18-2024 MINUTES**

1. Regular board meeting was called to order at 6:00 pm
2. Trustees Present: Kasten, MacKay, Pflug Mounce, Smogor, Wilmes, Cole-Burns. Absent: Nalezny. Also Present: Laura Long, Director, Becky Ingram, Assistant Director, Tracy Hucker, Tech Services Manager and Stacy Tovar, Business Manger
3. Kasten made a motion to approve the agenda seconded by Smogor. Motion passed by voice vote.
5. Meet the Manager: Tracy Hucker gave a rundown of her responsibilities and the services her department provides for the library. Once the librarians have made their selections, these employees handle the ordering process for all materials. Additionally, they are responsible for receiving all the materials as well. They are responsible for generating computer records, making the material visually appealing, and preparing it for circulation. Together with her dedicated team, they ensure that the library is stocked with top-notch physical resources.
6. Smogor made the motion to approve the minutes of the regular board meeting of December 21, 2023, Wilmes seconded. Motion passed by voice vote.
6. The monthly Finance report for December 2023 was presented. Several inquiries were posed prior to the meeting and responded to in a satisfactory manner. Kasten made a motion to approve, Pflug Mounce seconded. Roll was called. Yes: Cole-Burns, Kasten, MacKay, Pflug Mounce, Smogor, Wilmes. Absent: Nalezny. Motion passed.
7. Committee Reports: there were nothing to report from each of the committees, but it was mentioned that future meetings will be scheduled during favorable weather.
8. Library Director report: We have an estimate to update the Capital Assessment Plan. Kasten inquired about the choices between an update and a whole new plan. Long explained the difference and that it is common for libraries to update their capital assessments every 3-5 years, and ours was last done in 2019, so we are due. Engberg Anderson provided the last assessment and were leads on the last two major construction projects at the library, so they seem to be the best choice to update the plan. They also have a new summary tool that makes it easier for boards and non-trades staff to read and understand how they may want to budget for expected building maintenance costs in the future.
9. Other Business:
  - The trustee training and options were discussed. Long will be looking into Pilar and Short Takes, as well as the ATLAS event.
  - Kasten praised the attendance of the programs and wanted to know about the increase in staff for the new teens desk. Ingram explained this was a planned option for the new teen area to help us achieve our goal of expanding our services.
  - Kasten asked about the current number of volunteers we have. Ingram explained that we have about 15 active volunteers besides the Friends, and what work they do for the library.
  - MacKay inquired about the arrival of the furniture – it had all arrived barring one or two small corrections as of the January meeting.
10. MacKay adjourned meeting at 7:07

Approved

/S/Sharon Smogor, Secretary 2/15/24