

FREMONT PUBLIC LIBRARY DISTRICT
MONTHLY MEETING – BOARD OF TRUSTEES
JUNE 22, 2023 MINUTES

1. President Nalezny called the meeting to order at 6:07pm
2. Trustees Present: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, and Wilmes
Also present: Becky Ingram and Scott Davis
3. Kasten made a motion to approve the agenda, seconded by Wilmes. The motion passed by voice vote.
4. Public Comment: no public were in attendance.
- 5.1 Kasten made a motion to approve the regular monthly board meeting minutes of May 18, 2023, seconded by Cole-Burns. The motion passed by voice vote.
- 5.2 Smogor made a motion to approve the minutes of the special board meeting of May 31, 2023, seconded by Kasten. The motion passed by voice vote.
- 5.3 Kasten made a motion to approve the minutes of the special board meeting of June 14, 2023, seconded by Smogor. The motion passed by voice vote.
- 5.4 Nalezny made a motion to keep all closed minutes closed in the biannual review of closed meeting minutes, seconded by Kasten. The motion passed by voice vote. There were no recordings eligible to be destroyed.
- 6.1 The monthly Finance Report for May 2023 was presented. A question was raised by MacKay about the reason for the surplus in the payroll line. Davis explained that there is always an extra payroll folded into the budget as a contingency, and there are also always some changes in personnel and we like to have a healthy budget so we can adjust in mid-year if we need to make changes. Ingram also pointed out that there is a third payroll in June, which will account for more than a normal month's cost that is yet to be included in the finance report.
- 6.2 Kasten made a motion to approve Lists of Checks for June 2023 and to authorize the payment of bills and salaries, and to make transfers, seconded by MacKay. The roll was called:
Yes: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes - the motion passed.
- 7.1 Introduction of Trustees – the board went around the room briefly describing their background and reasons for joining the board.
- 7.2 Committee Assignments were presented as follows:
Facilities: Wilmes – Chair, Cole-Burns, Pflug Mounce
Finance: Kasten – Chair, Cole-Burns, Pflug Mounce
Personnel: MacKay – Chair, Kasten, Smogor
Policy: Smogor – Chair, MacKay, Wilmes
Friends Liaison: Kasten

Davis reminded the trustees of Open Meetings Act and the fact that a majority of a quorum of a committee is 2 people and to just be aware of that when socializing outside of board meetings. A reminder was also given to take the Open Meetings Act training for any trustee who hasn't yet.

- 8.2 Discussion was held on the next steps for the Library Director job search process. A contract has been signed with Dieters & Todd and the other two search firms were sent notification that they did not receive the contract. The next step is for Dieters & Todd to meet with the board. Dates were discussed and it was decided on July 6, 2023 at 6pm. Cole-Burns is the only trustee who is not able to make this meeting; effort will be made to make sure she can meet with Dieters & Todd separately to give her input.
- 8.3 Davis suggested facilities committee get a tour from the Facilities Supervisor to really see first-hand the complexity of the building and grounds so when decisions need to be made it's easier to understand the issues.
- 9.0 Library Director's Report – Davis summarized his last month of work which was settling the end of year tasks and ensuring there would be a seamless transition. He feels very positive about this current board and their intentions being good and that he has no worries about the future.

Kasten asked a question regarding the carpeting manufacturer coming out to deal with an issue with tiles popping up after install and asked if we were going to get a guarantee in case the problem comes back. Davis explained that the warranty period won't even start until the final sign-off is given, which won't be until the end of the project. The current issue is being addressed now in the middle of the project, and we'll see if it can solve the problem.

Nalezny asked when Phase 2 would be starting. Ingram explained that the work starting August 1 will require the blocking off of the entire second floor except for events, and the space on the first floor will be limited to the youth area and that staff are preparing for these service changes.

9.1 Davis presented a draft of a revised policy on Disposal of Surplus Property which takes out some redundancies.

9.2 The board reviewed the current report on surplus property to be disposed.

10.0 Other Business – The Library received it's Per Capita Grant award letter. We are consistently at least a year behind in receiving the awards, which is why there are two years' worth of Per Capita grants listed in each working budget, just in case the state catches up and deposits both the previous year and current year's awards in the same year.

Cole-Burns wanted to interject some positive comments that our library is so impressive, with great materials that are well-maintained, and the programs provided by Youth Services are absolutely outstanding, and this summer has been great – the amount of programs is incredible! For all ages, all different interest levels, and she also noticed that the adult services programs are very well-attended and it goes to show how well the community receives the services the library provides and wanted to pay note to these things.

Nalezny commented on our Summer Library Club theme and how she heard from two other workers at other libraries that wish they could steal the theme for themselves – that they love what we've done. Ingram responded that we've heard positive comments from patrons who would like a poster or t-shirt for themselves. We've also had comments on the theme "Space for All of Us" as to its inclusivity being really great. She pointed out how lucky we are to have such a talented graphic artist on staff with Susan Ripka, as her artwork really made it all shine!

10.1 Kasten made a motion to approve Working Budget and Estimate of Revenues for FY 2023-24, seconded by MacKay. Roll was called:

Yes: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes - the motion passed.

10.2 Kasten made a motion to transfer \$600,000 from Corporate Fund to Special Reserve Fund to be used for building capital improvements, seconded by Smogor. Roll was called:

Yes: Cole-Burns, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes

No: Kasten

The motion passed.

10.3 Kasten made a motion to approve Ordinance No. FY 2022-23-103, An Ordinance Providing for Cash Contributions through Developer Donations, seconded by Wilmes. Roll was called:

Yes: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes

The motion passed.

10.4 Kasten made a motion to approve regular Board of Trustees meeting dates for FY2023-24, seconded by MacKay. The motion passed by voice vote.

10.5 Wilmes made a motion to approve list of Scheduled Closings for FY2023-24, seconded by Kasten. Cole-Burns suggested to consider closing on July 3 at 5pm. Ingram presented door count data that showed that there wasn't a significant dip in previous July 3rd evening door counts from other evening door counts in the summer. It also is not something that staff have mentioned, nor is it a day that has a lot of time off requests showing they would prefer to be closed, so at this time it isn't recommended. The motion passed by voice vote.

10.6 Kasten made a motion to approve the revised Electioneering – Campaign Free Zone Policy, seconded by Smogor. The motion passed by voice vote.

11 Nalezny presented Library Director Scott Davis with a small gift from the trustees with thanks for all he has given to the patrons of Fremont Public Library in his 20 years here. Davis reminisced about why he became a public librarian in the first place as well as his beginnings at Fremont and thanked everyone for their good wishes on his retirement. Nalezny adjourned the meeting at 8:17pm.

Approved

/s/ Sharon Smogor, Secretary

7/20/2023