

## **MINUTES OF THE NOVEMBER 26, 2024 GERING PUBLIC LIBRARY BOARD MEETING**

**Amended November 20, 2024, 12:04 p.m.**

**Meeting was rescheduled from November 19th at 4:00 p.m. to November 26, 2024 at 3:00**

Present:

Board Members: Jeff Kelley, Suzanne Myers, Mary Robinson, Kirstee Moore Schutte, Kim Walker

Library Director: Christie Clarke

Absent:

City Council Liaison: Rebecca Shields

Foundation Liaison: Jay Skiles

Kelley called the meeting to order at 3:01 pm.

Attention was called to the posting of The Open Meetings Act - NEB.REV.STAT. CHAPTER 84, ARTICLE 14.

As required by State Law, public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room. Agenda items may be moved up or down on the agenda at the discretion of the Board President. As required by State Law, additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless they are considered under this section of the agenda and the Library Board determines that the matter requires emergency action.

Kelley asked if there were any additions or changes to the agenda. Kelley moved new business to the beginning of the agenda to hear city employee Annie Folck update on remodel of the current library.

### **New Business:**

Annie Folck, City Engineer was introduced. She explained that the current library building has several deficiencies including ADA concerns. The City Council is supportive of a remodel to provide ADA access to and within the library. City funds at minimum should be used to bring the building up to standards. A ramp with a west main entrance is being considered. Before work begins on this a conceptual plan for future remodel would make sense. An RFQ (Request for Qualifications) will be advertised for a conceptual design including restrooms, a new entrance and a ramp with 4,000 total square feet addition. Responders to the RFQ have until December 10 to ask for clarifications and requests must be submitted by December 17. Interviews will be scheduled. Renderings and cost estimates would give the Foundation fuel for fundraising. Folck will be meeting with the Foundation and it was suggested that she share ideas for pledges, Minimum Distribution contributions, and that TCD has a grant writer that could help. It has been recommended that a representative from the library board be a part of the process to select an architectural firm and serve as an ongoing committee member for the project. After discussion about the involvement of the person Myers moved that Schutte be the representative with the option to call on another board member if unable to attend a meeting. Robinson seconded the

motion. The vote was called. "Ayes": Kelley, Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: none. Absent: none. The vote passed.

Board members reviewed the October 15, 2024 board meeting minutes. Kelley asked for a motion to approve. Robinson moved to approve the minutes and Walker seconded it. The vote was called. "Ayes": Kelley, Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: none. Absent: none. The vote passed.

The statistical and financial reports for October were reviewed. Kelley called for a motion to approve. Myers moved and Kelley seconded the motion. "Ayes": Kelley, Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: none. Absent: none. The vote passed.

Board members reviewed the October bills. Kelley noted that some were from last fiscal year. Myers moved and Walker seconded to approve the bills. The vote was called. "Ayes": Kelley, Myers, Robinson, Schutte, Walker "Nays": none. Abstaining: none. Absent: none. The vote passed.

#### **Director Clarke's Report**

1. The Friends annual Mingle & Jingle will be held Friday, December 6, 2024 from 3-6 pm. All of the board is not only invited but encouraged to attend. Director Clarke will be in a mandatory safety training at the Fire Hall until 3 and then will only attend the M & J for about an hour as she will need to leave to attend the Christmas celebration at her mother's assisted living home.
2. Intralinks is working on two of the public computers to install the Deep Freeze software. After the installation on the two, staff will be invited to try it out before the software is installed on the rest of the public computers.
3. Denise McVicker, Public Services Library Assistant will have a Needle Felting Ornament Class on December 9 at 6:00 pm in the community room.
4. McVicker is heading up decorating a tree for Trees Along the Trail at Legacy of the Plains December 7-23. Different library groups will make ornaments and information about each of those groups will be displayed with the tree.
5. Hayley Grams will have Story times on the first and third Saturdays. December 7 will be "Hats and Mittens" and December 21 will be "Jingle Bells".
6. City Department heads are partnering with PVC companies to work at the Santa Village on December 21 from 5-8 pm.
7. The lift is out of order indefinitely. A child stomped on a piece of the lift and broke it. City Engineer, Annie Folck, is following up to see if it is even fixable.
8. Youth Services Librarian, Kira Perez, submitted her resignation. Her last day will be December 26, 2024. This position will be opened only within the city for all city staff to apply on Monday, November 25th. Youth Services Library Assistant, Hayley Grams, plans on submitting an application. If there are no other candidates we will move forward with Ms. Grams in that position and then open up her current position to outside of the city.

9. City council is supportive of a remodel of the current building to provide ADA access to and within the building. City Engineer, Folck, will start the Request for Quotes (RFQ) process to hire an architect to provide conceptual plans.

**The Gering Library Foundation Board:**

No report

**City Council Liaison:**

No report

**Unfinished Business: None**

Kelley asked for a motion to adjourn. Walker moved and Robinson seconded the motion. "Ayes": Kelly, Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: None. Absent: none. The vote passed.

The meeting was adjourned at 3:50

Suzanne Myers  
Secretary