

Chadron Public Library
Board of Directors
MINUTES
January 7, 2020
Chadron Public Library Teen Room

Members present: Drew Petersen, Robin Foulk, John Coates, and Lisette Bogner

Members absent: Robert Wahlstrom (excused)

Guests present:

Call to Order:

- Drew Petersen declared meeting open at 6:38 p.m.
- Acknowledged the posted Nebraska Open Meeting Act.

Public: Irene Brooks, Roger Mays, George Ledbetter, and Jane Drucker present.

Consent Agenda:

1. Board meeting minutes – December 3, 2019
2. Librarian Report – December 2019
3. Library Statistics Report – December 2019 and the Annual Statistics for F19
 - a) Motion by Robin Foulk to approve the consent agenda, seconded by John Coates, motion carried unanimously.

Approval of Bills – December 2019:

1. Board reviewed bills presented by the Library Director.
 - a) Motion by John Coates to accept and to pay the bills for December 2019 in the amount of \$6,957.06, seconded by Lisette Bogner, motion carried unanimously.

Committee and Group Reports:

Friends of the Library Report (Irene Brooks): The Friends re-elected Irene Brooks as president and Jane Drucker as secretary. The Friends will be sponsoring the Chocolate Tasting party on Friday, February 7, 2020. A button-making machine will be ordered in the near future. The Book Sale will take place this weekend (January 10-11, 2020).

Chadron Public Library Foundation Report (John Coates): Approximately \$380,000 in the budget. The vacant rental house has been rented. Roger Wess was bonded as treasurer to continue in that capacity. The Library Expansion project was discussed, specifically, the current location. Two \$750 scholarships will be granted for the upcoming school year with applications under review in the near future. The treasurer,

Roger Wess, will be visiting legal counsel about the inclusion of the Foundation in the City's audit. George Ledbetter was honored as the outgoing Foundation president with a 16-year tenure.

Renovation and Expansion Committee Report: Drew Petersen referred everyone to the Humphries-Poli Architects' letter of November 27, 2019 and the latest update in pricing for Phase 2. John Coates asked the Foundation to consider hiring a grant writer to explore grant possibilities. He also referenced the request by the individual City Council members for us to prepare a rough outline of size and funding sources (grants and private fundraising) for the project. The pool tax referendum will fall off in 2-5 years which leaves us with the option to refer this issue to the voters to use the ½ cent tax to raise funds.

John Coates offered the following: He reviewed the past charrette information and the needs assessment performed in 2009. The least square footage that meets our needs would be 11,000 square feet with the preferred footage around 16,000 square feet. In 2013, the charrette took place which cited to the needs assessment. Humphries-Poli came up with four sizes – small, medium, large, extra-large – for the expansion. Roughly, if we have 8,400 square feet of additional new construction it would equate to \$1,764,000. A remodel would take approximately \$100 per square foot or \$585,000. So, \$2,349,000 for the final cost with a 15% overage or \$2,701,350.

Drew Petersen asked if anyone had any questions about the Humphries-Poli letter. George Ledbetter asked about the final dollar amount and whether we should continue pursuing a two-level building given the City's position on no increase in staffing. Drew discussed the need for the larger space given the requirements for makerspace and other programming needs. Much of what we will build is dependent on the amount of funding we will raise. George asked whether we are continuing with the same design for fundraising. He suggested that we get City Council approval re: the building site and design.

Robin Foulk reviewed the steps the Board agreed to take from our last meeting. She then explored USDA grant possibilities. Without plans or square footage, she talked with the USDA about our situation with an architect hired, a set of plans, the foundation's current budget, and the location. The maximum grant is \$50,000. We could also pursue a loan termed out to 30 years at low interest rates. Sara Pierce, Community Programs Specialist, Rural Development, U.S. Department of Agriculture, from the North Platte office (sara.pierce@usda.gov), would be happy to sit down to visit with us and explore the USDA community facility grants. George Ledbetter expressed concerns about spending the entire Foundation's budget on the building as the Foundation is also committed to supporting library programming.

Discussion about next steps and approaching the City Council ensued. The Board will present the resources and include Dennis Humphries, an expert, in our presentation. The Board, the Foundation, and the Friends will attend. Drew Petersen emphasized that no change in the square footage will happen until the process demands a change.

The Board will request to be included on the agenda at the second City Council meeting in February (February 17, 2020) in order to request a resolution of support from the Council. Drew Petersen will ask Dennis Humphries to attend. The Board will provide information at the first City Council meeting and then ask Council members to approve the resolution of support at the following meeting. Roger Mays suggested that we put together 6 talking points with visuals.

The Board discussed including the following information, experts and sources:

- Dennis Humphries, architect, to discuss space needs and construction in general, total cost, design/drawings
- Rossella Tesch will provide library statistics
- Format for presentation will include the Library Board, the Foundation and the Friends
- 2009 Needs Assessment
- Plan to hire grant writers
- Identification of grant possibilities
- Review of history – how far along are we in the process
- Funding sources including grants, future private fundraising plans, and possible future tax referendum.
- List of Supporters and support statements – college, school, Deb Cottier (economic development), etc.
- Use of library logo for fundraising theme – “Gather...Explore...Grow”
- Media campaign – appear on radio one week before the meeting to garner attention (George and Drew) and Community Focus (Rossella) on February 11.

Other Committee Reports: No.

Old Business:

1. Adult Winter Reading Program 2020 – “Imagine Your Story” is the theme of the program. The program will be used to publicize the revamped club offerings at the library, e.g., yoga, Rock Paint, knitting club, Sip and Paint, Doodles and Tangles (See handout).

New Business:

2. Library re-accreditation. – This is the year for re-accreditation. The Nebraska Library Commission will train the staff in May. The technology plan will be done in February, the Board Policy manual in March and the Board’s continuing education hours submitted. Rossella and Karl will be visiting the Rapid City Library and the Hot Springs Library to study practices.

Executive Session: No executive session held.

Future/Other Items:

- Library Policy Manual Update

Adjourn: Robin Foulk moved to adjourn, seconded by Lisette Bogner, carried unanimously. Board adjourned at 8:09 p.m.

Next Meeting: February 4, 2020 at 6:30 p.m. is the next regularly scheduled board meeting.

Minutes by *Lisette Bogner*

Date: January 18, 2020