

**Chadron Public Library  
Board of Directors  
MINUTES  
June 2, 2020  
Online via Zoom**

**Members present:** Drew Petersen, Robin Foulk (6:37 pm), Robert Wahlstrom, John Coates, and Lisette Bogner

**Members absent:**

**Guests present:** Allen Kissack, Youth Services Librarian

**Call to Order:**

- Drew Petersen declared meeting open at 6:33 p.m. Note: A brief meeting interruption occurred from 7:12-7:14 pm due to a technology problem.
- Acknowledged the posted Nebraska Open Meeting Act. The Zoom code to join the meeting was published with the normal notice.

**Public (10 minutes):** David Bowen and Foundation Members Irene Brooks, Suze Jones, Marguerite Vey-Miller, Ann Sundberg, and Roger Mays were present.

**Consent Agenda:**

1. Board meeting minutes –May 2020
2. Librarian Report – May 2020
3. Library Statistics Reports – May 2020
  - a) Motion by Robert Wahlstrom to approve the consent agenda, seconded by John Coates, motion carried unanimously.

**Approval of Bills – May 2020:**

1. Board reviewed bills presented by the Library Director.
  - a) Motion by Robert Wahlstrom to accept and to pay the bills for May 2020 in the amount of \$5,513.39 with a refund of \$14.43, seconded by Lisette Bogner, motion carried unanimously.

**Committee and Group Reports:**

**Friends of the Library Report (Irene Brooks):** No meeting held due to COVID-19 pandemic as technology is a barrier for too many members.

**Chadron Public Library Foundation Report (Irene Brooks and members):** Members discussed the hiring of a grant writer. Marguerite Vey-Miller contacted PAD for grant-

- email. CPL is following similar procedures to other libraries in our region. The new library building should contain features that reflect our experience with the COVID-19 pandemic (larger space, no carpet, self-checkout). The City Manager has directed the Library Director to not require the wearing of masks by patrons and workers.
2. Budget Preparations for FY 2021 – The Library Director discussed budget preparations with the City’s financial officer. A few changes were made between categories. The Information Systems Expenses category needed to be adjusted to cover the roof repair. Also, an increase in digital versus print resources is planned. The Library Director asked the Board to consider whether it should request the City to budget for some much-needed building improvements or to simply maintain the current building until the new one is erected. The Board has until July to decide whether to request capital improvement additions to the budget.
  3. Summer Reading Program Update – Provided by Allen Kissack (see below).

**New Business:**

1. Presentation of new Youth Services Manager, Allen Kissack – Mr. Kissack provided a brief summary of his background. He has been creating the new Summer Reading Program online and will be utilizing Reader’s Zone, a new, online data collection software. The Board and public extended a warm welcome to Mr. Kissack and wished him luck in his new position.
2. Roof Repairs – Hail damage to the roof will be covered partially by insurance (\$4,000). However, there is another \$5-6,000 dollars of repairs that are not covered for non-hail damage. The City only set aside \$4,000 total for roof repairs. The Weathercraft estimate for the non-hail roof repairs was \$3372.51. The Library Director will ask for a second estimate from Twin-City Roofing. Rob Wahlstrom suggested that the Board get the bids (Weathercraft and Twin-City Roofing) in quickly as hail season is upon us. The Library Director will allocate future library donations towards repairs as necessary.
3. Library Director Evaluation–Drew Petersen will compile Board comments, send copies to the members for feedback, conduct an evaluation meeting with the Library Director, and submit the evaluation to the City when complete.

**Executive Session:** Motion by Robin Foulk to enter executive session at 7:28 pm to discuss personnel matters, seconded by Rob Wahlstrom, carried unanimously. Motion by Rob Wahlstrom to exit executive session at 7:37 pm, seconded by Lisette Bogner, carried unanimously.

**Future/Other Items:**

- Invite USDA representative to discuss grant opportunities
- Library Policy Manual Update

**Adjourn:** Motion by Rob Wahlstrom to adjourn at 7:51 pm, seconded by John Coates, carried unanimously. Board adjourned at 7:51 p.m.

**Next Meeting:** July 7, 2020 at 6:30 p.m. is the next regularly scheduled board meeting.

**Minutes by** *Lisette Bogner*

**Date:** June 3, 2020