

**Chadron Public Library  
Board of Directors  
MINUTES  
July 7, 2020  
at The Annex**

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

**Members absent:**

**Guests present:**

**Call to Order:**

- Drew Petersen declared meeting open at 6:34 p.m.
- Acknowledged the posted Nebraska Open Meeting Act.

**Public (10 minutes):** No members of the public were present.

**Consent Agenda:**

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

**Approval of Bills – June 2020:**

1. Board reviewed bills presented by the Library Director.
  - a) Motion by Robin Foulk to accept and to pay the bills for June 2020 in the amount of \$8,969.48 with a refund of \$66.45 for a total of \$8,903.03, seconded by Lisette Bogner, motion carried unanimously.

**Committee and Group Reports:**

**Friends of the Library Report:** No report.

**Chadron Public Library Foundation Report:** (Rossella Tesch) The group discussed grant possibilities. Ann Sundberg is putting a list together for an annual fundraiser. She will have a brochure designed by Mary Donahue. Marguerite Vey-Miller explained the grant process to Foundation members.

**Renovation and Expansion Committee Report:** Drew Petersen told the Board that Joni Jespersen contacted him in response to his inquiry and stated she would be happy to engage in grant-writing for the library expansion process.

Telephone call with USDA representative, Sara Pierce, of the North Platte Office, to discuss grant opportunities (6:43 pm -7:05 pm). USDA finances essential community facility projects for those that cannot afford commercial financing as well as grants up to \$20,000. This includes libraries, hospitals, fire departments, etc. USDA also has additional grant funds from federal disaster funds. The funds are based on population and median household income of the community. Chadron is 55% grant eligible so a \$50,000 grant is the maximum USDA can do for our library. Loan financing is available. There is no maximum on the loan amount and the term is out 40 years. The current interest rate is 2.25% with no prepayment penalties. If the library gets to the place where the Foundation raises the funds and needs the last \$50,000, USDA would be an appropriate grant source. The application process will not start until funding is in place. Ms. Pierce asked to be kept in the loop so we time the grant application appropriately. The Board could send information for her to review, e.g., architectural reports/plans. Since the grant application would be run through the Foundation, she would also need to see the applicant non-profit's articles and bylaws. Once she receives the documents, Ms. Pierce would forward them to the appropriate reviewers within USDA. She also asked for our latest "needs assessment" report which our Library Director will transmit.

Motion by Robin Foulk to request the Foundation send their articles and bylaws to the USDA, seconded by Rob Wahlstrom, unanimously carried.

Given her recent retirement, Rob Wahlstrom would like to thank Marguerite Vey-Miller for her many years of service on the Foundation. He noted that the Library Board has been very supportive of the Foundation. He observed that there has not been much fundraising accomplished to date. The library expansion project needs to set a high goal and only scale the project back, if that proves necessary. The Board has explored several avenues for expansion and believes this plan must consider the community's library needs for the next 50+ years. Drew Petersen added that the Board based the expansion goal amount on the needs assessment report, the architect's opinion and the Foundation's and Friends' recommendations.

**Other Committee Reports:** None.

**Old Business:**

1. Library COVID-19 Response: Implementations – The Library Director suggested that we keep the current processes in place for the next four weeks given the state of the current crisis.
  - a. Motion by Drew Petersen to continue current library operations for the next month in relation to the COVID-19 response and to defer to the Library Director's expertise in determining appropriate changes, seconded by John Coates, unanimously carried.

2. Budget Preparations for FY 2021 – The City will host the next budget meeting on July 14, 2020. We will be requesting the same amount as last year.
3. Summer Reading Program Update– The program is largely online and is using a database furnished by the Nebraska Library Commission. Sixty-six people are participating. Online story-time is ongoing.
4. Roof Repairs – Two quotes were sought from Weathercraft Roofing and Twin City Roofing. Only Weathercraft Roofing submitted a quote which consisted of \$9,234 for repairs only. This will be covered by a combination of insurance and budget funds.
  - a. Motion by Rob Wahlstrom to approve the bid from Weathercraft Roofing in the amount of \$9,234 with payment covered by \$5,000 of insurance and \$4234 from the library budget, seconded by Robin Foulk, unanimously carried.

**New Business:**

1. C.A.R.E.S. Act Grant – The Library Director applied for a CARES Act grant administered by the Nebraska Library Commission. Since the library uses firewalls and does not filter internet access on public access computers as preferred by the Nebraska Library Commission, our library did not qualify for a portion of the CARES funds. It did qualify for expenditures related to COVID-19, limited to those incurred after April 21<sup>st</sup>, as well as expenses for programming. The grant totaled approximately \$3,000.00.
2. Repairs of Emergency Stairs, Doors and Book Drop – The emergency stairs and the book drop are in need of repair and the doors need repainting.
  - a. Motion by Rob Wahlstrom to approve the cost of repairs and painting to be performed by Jim Hawk in the amount of \$962.50 on the emergency stairs, the book drop, and the doors; seconded by Drew Petersen; unanimously carried.

**Executive Session:** No executive session held.

**Future/Other Items:**

- Library Policy Manual Update

**Adjourn:** Motion by Rob Wahlstrom to adjourn at 7:41 pm, seconded by John Coates, carried unanimously. Board adjourned at 7:41p.m.

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

**Minutes by** *Lisette Bogner*

**Date:** July 12, 2020