

Notice of this meeting was given in advance with a legal notice posted in the Bridgeport News-Blade. An agenda was delivered to each board member and to the city office.

Meeting was called to order on October 11th, 2022, at 5:30 pm. Roll call was taken. Members present: Thomas Millette, Amanda Reilly, Rhea Basa, Janelle Kesterson, Chuck Murrell. Absent: None.

Also present: Library Director, Melissa Butler

Chairperson Murrell announced: "In accordance with Section 84-1412 of the Nebraska Revised Statutes, a copy of the Open Meeting Act is available for review and is posted in the meeting room."

Minutes of the October 2022 meeting were presented. Motion by Reilly, second by Millette to approve the minutes. Ayes: Millette, Reilly, Basa, Kesterson, Murrell. Nays: None. Absent: None. Motion carried.

Bills were presented. Butler pointed out a larger than normal expenditure for books last month due to the nature of how Micromarketing orders and sends books. It can sometimes take 45 days to receive books and the invoice. Motion by Kesterson, seconded by Basa, to approve the bills. Ayes: Millette, Reilly, Basa, Kesterson, Murrell. Nays: None. Absent: None. Motion carried.

OLD BUSINESS

Butler said the inventory went smoothly and was done quickly this year. Of 13,778 circulated materials we are missing eighty-seven, which is about 0.06% of our inventory. The majority of the missing items are in DVDs. To counter this, we will be combing through all the DVDs and adding barcodes to the discs in addition to those already on the cases.

Butler went to the yearly Nebraska Library Association conference in Kearney October 5-7. She has learned a couple things she would like to incorporate but want to do more research before bringing the information to the board.

Butler has asked to close on the Saturday after Thanksgiving. It is unlikely we will have much traffic that day, and we are already closed Thursday and Friday. Moved by Millette to close on Saturday, November 26th for the Thanksgiving holiday weekend. Seconded by Reilly. Ayes: Millette, Reilly, Basa, Kesterson, Murrell. Nays: None. Absent: None. Motion carried.

Butler shared an email from the Nebraska Library Commission informing us our library has qualified for Gold Accreditation. This will be good for the next 5 years.

NEW BUSINESS

The lights in our library are all being switched from fluorescent to LED. According to Anthony (Lights and Power) this will save us 70% on our light bill, when they are all changed. As Butler understands it, this will not come out of the Library budget.

Butler's start date was November 2nd, so it is time for the yearly evaluation. She suggests taking them home this meeting, filling them out, and bringing them to the next meeting. Kesterson said there will need to be an executive session added to the agenda to review them with Butler. Basa asked Butler to add who the evaluation is for and who filled the form out to the current evaluation form. Those evaluation forms will be given to Dori to add to Butler's personnel file.

Marva Hutchinson has resigned as of November 23rd, 2022. Her letter is on file. She is willing to help with transition, if needed. Butler will be running a help wanted ad with the paper for at least 6 weeks. Basa asked what requirements we have for this position. The applicant must have a HS diploma. Butler is also requiring computer literacy, experience with children, and the ability to become certified with the NLA within the first three years.

The Halloween Trick-or-Treat event is taking place on Sunday, October 30th at PWCC. The library usually takes part in this event. We do not have any available employees for that day, so we will not be able to attend. Butler looks forward to joining this event next year.

On the agenda for the next meeting:

Director Evaluation Completion-Executive session
NLA Conference

Motion by Reilly to adjourn at 5:16 pm, seconded by Basa. Ayes: Millette, Reilly, Basa, Kesterson, Murrell. Nays: None. Absent: None. Motion carried. Meeting adjourned. The next regular meeting will be on Tuesday, September 1st at 5:30 pm.