

Yutan Public Library Board Minutes

Monday, November 6, 2023, at 630pm Location: 410 1st Street, Yutan, NE

Notice of meeting was posted at the Post Office, City Office, and the Library on September 29, 2023, by Librarian Dahlhauser or Director Van Ackeren

Members Present: Mary Kay Arp, Mary Jo Robinson, Vicki Wolkins and Lynn Hapke

Members Absent: Elizabeth Bullington

Library Employees Present: Laurie Van Ackeren-Director

Library Employees Absent: Michelle Dahlhauser, Betty Bidrowsky, Barb Juedes, Viki Miller

1. Call to Order

a. The meeting was called to order by President Hapke at 6:33pm. She advised the Open Meeting Act is posted on the west wall.

2. Visitors – None (front door was left unlocked in order for visitors to enter)

3. Review and Approval of October 2023 Minutes (Minutes were available and President Hapke inspected them)

a. Motioned by Arp. Second by Robinson.

4. Financials and Claims for October 2023

a. Financials and claims not approved as there are many questions that need to be answered. Arp suggested Brandy Gahan City Clerk, attend the next meeting to discuss the numbers.

b. Financials and claim information is tabled until next meeting; motion by Arp, second by Robinson.

c. It was noted in the month of October, the library collected \$80 for out of city membership cards and \$25 for an out of county membership card. Clerk Gahan deposited \$40 in our revenue account so there is still \$65 floating that shall be deposited in November.

5. Statistics for October 2023:

- a. Revenue Total: \$3.20 for fines, \$80.00 for out of city membership cards, \$25 for out of Saunders Cty
- b. Circulation Statistics: 651 check outs
- c. Member Amount Saved: \$8,216.87
- d. Libby Checkouts: 297
- e. Patron Visits: Adults 202, Juveniles 403, TOTAL: 605
- f. Home Deliveries: 0
- g. Events for October:
 - a. Adult DIY Craft Night: Average 2
 - b. Toddler Time: Average 9
 - c. Coffee Time: Average 13
 - d. Adult Book Club: 7
 - e. Adult Movie Night (Return to Me): 5
 - f. Children's Halloween Craft Time: 2
 - g. Adult Bingo for Books: 12
 - h. Teen Halloween Movie: 1

6. Directors Report

- a. New Budget sheet was presented with percentages of one month spent (fiscal year started in Oct.). All current receipts were inspected and signed by President Hapke.
- b. Director Van Ackeren advised the board that minimum wage will be increasing in January 2024 to \$12.00 so adjustments might need to be made to current salaries. January 2025 minimum wage will again increase to \$13.50. Arp motioned the discussion to be tabled until the next meeting. Second was made by Robinson.
- c. Lego Club for children ages 5 and up will start this Thursday, Nov. 9 at 5p til 6p. Director Van Ackeren asked for volunteers to help if possible. Librarians Dahlhauser and Juedes will be working.
- d. Pumpkins in the Park was cancelled due to cold weather. 180 crafts kits were purchased through OTC (Oriental Trading Company) for a total of \$54.90. They will be used next year for the event.
- e. Trustee Arp advised she watched the webinar provided by the NE Library Commission titled Open Meeting Acts. She will receive 1 credit hour towards our library board accreditation. The board needs 19 credit hours by 9/30/2024 for re-accreditation.

f. Discussion of Nov and Dec library events included: Deviled Egg Workshop (Hapke attended and advised it was a wonderful, well-organized program!), Soup Club (6 members), Adult Glass Etching Workshop (Van Ackeren will shop at The Dollar Tree to purchase more glassware), Kids Thanksgiving Craft hour, Hallmark Movie Bingo, Skipping Christmas movie night, and a Kids Scavenger Hunt. November is NE Read Aloud Month. Van Ackeren had emailed the Library Board, the City Staff, the Library Staff and the Mayor asking if they would like to read or bring treats for the children during special Story Times this month:

Nov. 4: Reader – Carsen Smith / Treats – Susan Knigge

Nov. 7: Reader – CJ Heaton / Treats – Barb Juedes

Nov. 11: Reader – Susan Knigge / Treats – Susan Knigge

Nov. 14: Reader – still open (Laurie will fill if needed) / Treats – Betty Bidrowsky

Nov. 21: Reader – Tim Hannan / Treats – CJ Heaton

Nov. 28: Reader – Brandy Gahan / Treats – Barb Juedes

The Library Board would like to thank all of the above for taking a few minutes to read to the children of Yutan.

g. Director Van Ackeren read an email to the board from City Administrator CJ Heaton, regarding laws pertaining to the library, how the library board was formed and how the library is funded. Van Ackeren forwarded that email to the Asst Director, Todd Schlechte of the NE Library Association for verification and this was read to the board as well. Clerk Gahan had emailed the City Attorney and Christa Porter (the Library Development Director of the NLC) and Van Ackeren read the response from Christa Porter. Robinson made a motion for Clerk Gahan to provide the Library Board with the 2 emails she sent (1 to Porter and 1 to the City Attorney) in hopes the email from Porter would make more sense. Hapke seconded the motion and added that the email from Porter is just the answers but not the questions. She also stated she would like to know from the NLC and a legal standpoint if what we are doing is not in compliance with the NLC, and by providing the emails, this will clear up some of the misunderstandings. The Library Board would like copies of both emails at the next board meeting in December.

h. Director Van Ackeren provided 2 reports for the library board to read on their own if they wish:

1. Report for Youth Services Retreat, Ashland NE, August 31 – September 1, 2023

2. Report for ARSL (Assoc. Of Rural & Small Libraries) in Wichita, KS, Sept 19 – 23, 2023

7. New Business

a. Bullington had emailed Van Ackeren suggesting that something be done regarding the book drop as it does not close all the way after a patron drops a book in the box. Van Ackeren will glue a knob of some sort to the flap to see if this will help.

8. Old Business

a. Approval for Library Card Policy. Motion by Robinson, Second by Wolkins

b. Approval for Acceptable Use of the Internet and Computers. Motion by Arp, Second by Wolkins

9. Adjournment

a. Motion to Adjourn at 805pm.

b. Motioned by Arp

c. Second by Robinson

The next Library Board meeting will be Monday, December 4 at 630pm.

Submitted by: Mary Jo Robinson, Secretary & Laurie Van Ackeren, Director