


NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Library Board of the Morton-James Public Library, will be held at 4:00 P.M., on Wednesday, September 14, 2022 at the Morton-James Public Library, 923 1st Corso, Nebraska City, Nebraska. The meeting will be open to the public.

An agenda for such meeting, kept continuously current, is available for public inspection at the Morton-James Public Library in Nebraska City.

*Please contact the Director at 402-873-5609 at least 48 hours prior to the meeting if any accommodations are necessary.

The Library Board may hold a closed session if necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.



Donna S. Kruse, Director
Morton-James Public Library
dkruse@nebraskacity.com
402-873-5609

Morton-James Public Library
September 14, 2022
Board Meeting Agenda

Call meeting to order 4:00 pm

Signing of Roll Call

Director's Report

Statistical Report

Consent Agenda

Approve Minutes from August 10, 2022

Approve Minutes from August 24, 2022

Approve Budget Report

Approve Financial Report

Approve payment of claims

Business:

Discussion/Take Action;

Review/amend Public Comment Policy

Statue update

Next Meeting: October 12, 2022

Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting, The subject matter and the reason necessitating the closed session shall be identified in the motion to close.

Director's Notes
September 12, 2022
for August activity

- A. Winkler presents at SELS Youth Services Retreat
- Director met with Council for annual budget conversation
- Thrasher trenches installed in North & teen rooms. Restoration of Teen Room by Arbor Cleaning
- C. Foust accepted into LNC Class 18
- Story times, Farmers market programs, Humanities Nebraska series all continue.

Fiscal Year 2021-2022

Monthly Reporting

Morton James Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	3283	3429	3315	3532	2974	3579	3628	3759	4745	4483	5441*		36,727
Technology Center Usage	106	115	81	85	95	125	112	181	180	151	168		1,399
Early Literacy Stations Usage	0	0	0	0	0	0	0	0	0	0	0		0
Patrons Visits	1773	1730	2199	1755	1794	2076	2180	2254	2728	2500	2686		23,577
New Library Cards	14	83	18	16	19	20	11	25	26	36	16		284
Reference Questions Answered	493	526	487	597	576	662	697	668	1002	1007	1147		7,862
Genealogy / History Research	2	1	2	2	2	0	2	4	2	4	0		21
Materials Added	157	269	238	198	185	225	206	281	179	217	329		2,484
Website Visits	720	781	693	808	670	758	1155	1661	801	854	848		9,749
Programs & Exhibits	32	27	18	16	19	22	26	24	36	27	24		271
Visits	1057	452	591	249	357	453	534	558	1015	388	694		6,348
Interlibrary Loan Borrowed	12	7	18	31	6	18	13	15	14	24	NA		158
Interlibrary Loan Loaned	15	19	18	17	26	21	13	15	21	15	NA		180
WiFi Log Ins	1122	1052	1034	948	1016	760	1164	1139	986	993	1249		11,463
Member Amount Saved	33,283	33,295	31,470	35,969	31,357	35,804	35,837	78,710	71,764	54,250	50,210		491,949

*Includes additional 746 circs not recorded with July stats

Youth Statistics

21	Pet shells taken from children's
10	Ocean Workbooks given away
4	Lightning Thief Book Giveaway
18	BVT ticket certificates given away
28	Crafts taken from children's
37	Coloring pages taken from children's
5	Coloring pages taken from book store (for teens)
	Reading club
102	Summer Reading registered
58	Summer Reading participated
58	Summer Reading prize packages given out

Sessions	Event, Activity or Statistic	Attendance
1	Kimmel Gallery exhibit	303
1	Humanities Nebraska - Chris S	29
2	Humanities Nebraska - Laureer	23
1	Mark & Andy Program	44
1	Youth Improv Workshop	19
3	Community conversation	16
2	Library book club	23
1	Harry potter Party	39
2	Farmer's Market story time	106
2	Story time	27
8	Public meetings	65
24	TOTALS	694

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm August 10, 2022 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on August 1, 2022 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Molly McNeely, Claudette Wielechowski (Via Zoom), Sue Little, Teresa Frields, Nikki Johnson

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Others Present: Lou Leone

Public Present: Randy Garlip, Barb Ashbridge

Roll call was signed.

Public Comment Period:

Randy Garlip express a concern over personnel, Barb Ashbridge expressed a similar concern over personnel.

Directors Report for July Activity 2022 Activity:

- Amanda continues to provide crafts and stories at the Farmers Market for NCTC and also participated in Treestock this year.
- Provided research to City Administrator for 2 Projects
- Director dealt with multiple building issues including
 - North room Leak
 - Mechanical room leak
 - Light bulb replacement
 - And requested another bid on North Room project
- Signed with Thrasher for North Room and Teen Area repair
- Summer Reading Program ends

Statistical Report:

Little questioned whether Library would be putting Early Learning Stations out again, and was explained that the Library continues to discuss it. Program attendance was up and the number of activities the Library has had has been high. Amanda has worked on getting take and make kits to daycares and in lobby of Library.

Wielechowski wanted to know if the Library has kept track of how many Covid tests have been given out, and the Library wasn't required to track.

Consent Agenda:

Minutes: There were a couple fixes to the minutes. McNeely called for a motion that the Board present go into a closed session including Donna Kruse, Chelsea Foust and Lou Leone.
Teresa Frields attended via zoom

Budget Report: Thrasher to be paid from Repair/Maintenance-Building line and will be over the 100 percent mark, but will not go over budget in bottom line. Hopefully the Roof will be fixed by the end of August and will be paid this fiscal year.

Financial Report: McNeely questioned the Endowment 2nd June requests amount which was explained to be from NCCFF to cover Summer Reading and programming along with Dollywood. Pool passes were questioned and the Library has given out all that we printed and will pay for what was redeemed once the number is received from Scooter. Frields also pointed out that she is pleased with how many activities and the diversity of what is offered.

McNeely called for a motion to approve the consent agenda. Frields moved and Little seconded.
Vote: Little, Frields, Wielechowski, Johnson, and McNeely all voted to approve.

Payment of Claims:

Wielechowski asked for explanation of Garden Club donation, and it was explained that it was for use of the Kimmel Gallery for their meeting.

McNeely called for a motion to approve the payment of claims Wielechowski moved and Johnson seconded.
Vote: McNeely, Frields, Wielechowski, Little and Johnson all voted yes

Business: Discussion and/or Take Action:

- Budget update given to the board, there is one more round to finalize numbers. The council asked about the repair/maintenance- building line and why it was kept high and Kruse explained that the Library still has things to fix in an older building.
- JEO has given the numbers for the proposed west side project, and the council was updated verbally by Kruse however, they don't have any written numbers.
Johnson questioned if there was a guarantee on the work that will be done and it was discussed that it would be a question to ask when a contractor is hired.
Johnson questioned about the process for bidding and Kruse explained it.
There was discussion on the priority of EPR projects. Wielechowski express concern over making sure the drainage is fixed and cover is done first. The Board concluded that there would be two phases for West side project: Phase 1 fixing drainage and getting cover in place and Phase 2 the rest of the proposed additions including the amphitheater.
- The board also ranked the priority of the upcoming EPR projects and it was decided that Phase 1 of the West side project comes first, then Elevator replacement, then Carpet replacement, then Phase 2 of West side project.

McNeely called for a motion for the board present to go into a closed session including Donna Kruse, Chelsea Foust, and Lou Leone

Frields moved and Little seconded.

Vote: Little, Johnson, Frields, McNeely and Wielechowski all voted to approve.

Came out of closed session at 6:01pm

The Board addressed a personnel issue, address policy work and gave direction Donna to act as indicated in closed session.

Meeting adjourned at 6:14 PM.

Next Meeting: Special Meeting August 24, 2022 at 4:30 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

Morton-James Public Library Minutes

August 24, 2022

Following is the minutes of the Morton-James Public Library special Board meeting held at 4:30 pm August 24, 2022 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on August 22, 2022 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Molly McNeely, Claudette Wielechowski (Via Zoom), Sue Little, Nikki Johnson

Board Absent: Teresa Frields

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

Business: Discussion and/or Take Action:

- Public comment at library board meetings policy was reviewed and updated.

McNeely called for a motion to accept the public comment policy as revised
Johnson moved and Wielechowski seconded.

Vote: Little, Johnson, McNeely and Wielechowski all voted to approve.

Meeting adjourned at 4:57 PM.

Next Meeting: September 14, 2022 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 8/2022, FISCAL 11/2022

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	300,596.92	20,282.67	274,806.04	91.42	25,790.88
10-50-5005	Library - Social Security	22,995.66	1,484.97	20,291.53	88.24	2,704.13
10-50-5010	Library - Group Ins	73,090.78	4,894.81	55,728.33	76.25	17,362.45
10-50-5012	Library - Pension	19,151.17	1,037.34	16,270.05	84.96	2,881.12
10-50-5020	Library - Utilities	26,000.00	1,573.14	23,349.55	89.81	2,650.45
10-50-5023	Library - Telephone/Internet	3,000.00	230.98	2,526.78	84.23	473.22
10-50-5024	Library - Garbage/Recycling	325.00		285.90	87.97	39.10
10-50-5026	Library - Equipment	2,600.00		96.29	3.70	2,503.71
10-50-5028	Library - Office Supplies	6,000.00	149.98	4,245.95	70.77	1,754.05
10-50-5029	Library - Postage	1,900.00	200.00	1,600.00	84.21	300.00
10-50-5030	Library - Miscellaneous	400.00		67.45	16.86	332.55
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	90.26	766.44	42.58	1,033.56
10-50-5032	Library - Credit Card Fees	200.00	3.10	51.46	25.73	148.54
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	21.08	1,089.15	77.80	310.85
10-50-5100	Library - Rep/Maint - Building	13,000.00	4,101.12	13,579.50	104.46	579.50-
10-50-5105	Library - Rep/Maint - Grounds	1,200.00		1,011.00	84.25	189.00
10-50-5106	Library - Pest Control	325.00		132.00	40.62	193.00
10-50-5210	Library - Computer	6,800.00	445.00	5,315.50	78.17	1,484.50
10-50-5230	Library - Dues/Memberships	1,000.00	105.00	1,047.43	104.74	47.43-
10-50-5250	Library - Training/Conference	6,000.00	275.00	726.70	12.11	5,273.30
10-50-5403	Library - Contract Sup/Sev	13,000.00	1,559.41	8,262.83	63.56	4,737.17
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5430	Library - Chemicals	60.00				60.00
10-50-5500	Library - Travel/Meals/Lodging	200.00	38.89	173.55	86.78	26.45
10-50-5601	Library - Capital Improvements	18,000.00	6,924.93	6,924.93	38.47	11,075.07
10-50-5605	Library - Loan/Lease Payment	51,816.00		51,815.77	100.00	.23
10-50-5775	Library - Electronic Subscript	6,750.00		6,404.76	94.89	345.24
10-50-5776	Library - Aid Purchases	1,496.00				1,496.00
10-50-5777	Library - Materials	45,000.00	6,578.71	40,918.66	90.93	4,081.34
10-50-5800	Library - Donation Purchases	12,306.00	874.25	8,371.42	68.03	3,934.58
10-50-5810	Library - Grant Purchases	87,327.00		6,196.84	7.10	81,130.16
10-50-5812	Library - Endowments	46,124.00	12,525.01	37,292.34	80.85	8,831.66
	TOTAL LIBRARY EXPENSE	770,063.53	63,395.65	589,348.15	76.53	180,715.38

**Morton-James Public Library Financial Report
August 2022**

Presented: September 14, 2022

Month to date balance	\$63,395.65
Year to date balance	\$589,348.15
Budget	\$770,063.53
Amount unexpended	\$180,715.38
Percentage used	76.53%

Bank Deposits August 09, 22, 31

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines \$115.09

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Donna Arpa donation \$2.20

Subtotal \$2.20

10-21-4677 Endowments

NCCFF 2nd June Request \$1,410.53

Vantine James North Room request \$8,485.55

NCFF Dollywood \$248.94

August fix-was put into endowment should have been Grants -\$2.20

Subtotal \$10,142.82

10-23-4704 Donations

Miscellaneous \$175.42

Subtotal \$175.42

10-29-4831 Misc. Taxable/Copies \$20.80

Total **\$10,456.33**

Petty Cash

Expenditures \$0.00

Refunds \$0.00

Total \$0.00

Cash Drawers

Lower Level \$19.90 short

Main Level \$0.65 short

Total \$20.55

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines 100.00-3.10 \$96.90

10-29-4831 Copies

10-23-4704 Donations

Total Charges 100.00-3.10 **\$96.90**

RE: Public comment policy:

I wanted to clarify a few points. Ultimately, I believe that the library board can institute any (reasonable) rules they desire. As a body that is subject to the open meetings act, it is required that you allow public comment at some, but not all, meetings. Additionally, the courts have confirmed that the body can place restriction upon those speaking (within reason).

To your point, under number 3, I am wondering if this is actually seeking two separate situations. (1) those that want to speak extemporaneously at the meeting, after having seen the agenda, and (2) those that wish to be added to the agenda.... If I am misunderstanding, please let me know. If that is correct, I would recommend a change in the language (and would recommend as provided below). To that end, I would delete the last sentence of number 3.

As to point number 6, the way it is drafted really implements a restriction upon the Board, and not the individual commenting (i.e. they can address questions to the Board, but it is up to the Board to ensure that no response is made). Again, I think this is reasonable, but would recommend a rewording to :

“The Board will not engage in any dialogue, or offer any response during public comment times. The public comment time is solely for the purpose of interested individuals to participate in Board meetings by offering public comment. Individuals desiring to have a topic placed on the Board’s agenda for considering shall notify the Library Director at least ___ hours in advance of the meeting.”

My thoughts in the recommended changes is two-fold. First, if you have a sign-up sheet at the meeting itself, I think it unreasonable to also state that interested individuals need to contact the Library Director 2 days in advance of the meeting. That is an unnecessary two-step process. That being said, if someone wants to have a more involved discussion, they need to be on the agenda, and a reasonable time frame should be set for that.

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Public Comment at Library Board Meetings

The Morton-James Public Library Board encourages and welcomes public participation and input. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board, while permitting the Board to conduct its meeting in an efficient and effective manner.

Rule and Procedures

1. Public comments are only permitted during the time designated on selected meetings’ agenda.
2. A maximum of five speakers can be heard, and each speaker will have a maximum of three minutes.
3. A sign-in sheet will be available for audience members to let the Board know they wish to participate in the public comment period. The sheet will request name, address, and group affiliation (if any) of the person wishing to make public comment. Anyone refusing to identify

him or herself will not be permitted to speak. Notice of an intention to speak must be given to the Library Director at least 48 hours in advance of the meeting.

4. Groups wishing to comment must select one representative to present the group's view.

5. The Board president or presiding officer will call names from the sign-in sheet in the order they are listed.

6 The Board shall not engage in dialogue with the speakers, and there shall be no debate.

7. Individuals attending Board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. It is the responsibility of the Board president or presiding officer to declare the person out of order and to refuse him or her permission to continue to address the Board.

8. Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the comment session will be addressed by the Board at a future meeting. The Board may refer any matter of public comment to the Library Director, Library Staff, or the appropriate agency for review.

9. A summary of comments made become part of the meeting record and Board minutes will reflect the name of any speaker. Any materials presented to the Board will be included in the Library's files rather than the minutes.

The Board President or Presiding officer shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.