

Yutan Public Library Board Minutes

Monday, December 4, 2023, at 630pm Location: 410 1st Street, Yutan, NE

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

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. The front door was left unlocked in order for visitors to enter.

2. Roll Call

Trustees: Mary Kay Arp, Lynn Hapke, Mary Jo Robinson, and Elizabeth Bullington

Absent: Trustee Vicki Wolkins

Also, present were: Director Van Ackeren, Librarian Michelle Dahlauser and Librarian Barb Juedes

3. Visitors – Mayor Mike Kelly, City Administrator CJ Heaton, City Clerk Brandy Bolter

4. Approval of Prior Meeting Minutes (Minutes were available for inspection) and amendment to Claims being approved:

a. Motion to approve the November minutes and the amendment was made by Bullington, seconded by Arp. Yeas: Hapke, Arp, Robinson and Bullington. Motion carried 4-0

5. Financials and Claims for November 2023

a. Motion to approve the November Financials and Claims was made by Arp, seconded by Bullington. Yeas: Hapke, Arp, Robinson and Bullington. Motion carried 4-0

b. Clerk Bolter explained the financials for October 2023. Motion to approve was made by Bullington, seconded by Arp. Yeas: Hapke, Arp, Robinson and Bullington. Motion carried 4-0

c. All current receipts were inspected and signed by President Hapke.

6. Reports

- a. Director's Report submitted verbally and in writing.

7. Old Business

- a. Director Van Ackeren advised the board last month 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. Wages are all the same for each Librarian as of now: \$12.60 per hour. Robinson suggested the board review the wages in the summer of 2024 before the start of the fiscal year.
- b. Director Van Ackeren praised maintenance supervisor Woster for adhering a knob to the drop box. Bullington and Clerk Bolter suggested he re-do the drop box as they had a hard time getting it to open and close. Director Van Ackeren will email City Admin Heaton to ask Woster to get a different knob.
- c. \$65.00 was deposited into the library account for out of city membership library cards per Clerk Bolter

7. Action Items

- a. Patron Privacy Policy was read aloud and reviewed by Director Van Ackeren. Motion made by Hapke, Seconded by Bullington. Yeas: Arp, Hapke, Robinson, Bullington. Motion carried: 4-0
- b. Library Card Policy change to the minor section was read aloud and reviewed by Director Van Ackeren. Motion made by Arp, Seconded by Hapke. Yeas: Arp, Hapke, Robinson, Bullington. Motion carried: 4-0

8. New Business

- a. Librarian Dahlhauser asked the difference between advising someone that a patron has visited the library on a particular day vs a picture of a patron visiting the library and posting the picture on social media. Director Van Ackeren will discuss with Scott Childers, Executive Director of the Southeast Library System.
- b. Mayor Kelly asked if there was a waiver that a minor could sign indicating permission to their parent for receiving information on what the minor has checked out of the library. Director Van Ackeren will discuss with Scott Childers and offered to make copies of the Access to Library Resources and Services for Minors, Code of Ethics of the American Library Association, The Freedom to Read Statement and the Library Bill of Rights to give to the mayor.
- c. Director Van Ackeren gave each board member a copy of the Library Bylaws and suggested the board go through them and make changes as needed. This needs to be done at least every 5 years. Robinson suggested we discuss the Bylaws at the next meeting.
- d. Clerk Bolter gave Director Van Ackeren sample copies of Library Board Minutes. They were given to Secretary Robinson to review.

e. City Administrator Heaton and Mayor Kelley informed the board we cannot pay claims until they are approved by the Library Board then receipts given to the City Clerk for checks to be written, after the City Council meeting. Because of the timeliness of the board meetings, there may be items the library cannot get a discount with, however the library board may **request** to the City Clerk that a check be written if deemed necessary.

f. Director Van Ackeren apologized for using the library credit card. She mistakenly charged \$22.71 to the credit card but immediately wrote a personal check for it and gave the check to Clerk Bolter to deposit into the library account.

g. Emails were read verbally by Director Van Ackeren from City Clerk Bolter (Gahan) to the City Attorney and to Christa Porter of the NLC. Questions in the emails were answered by each. It was discussed and approved that Clerk Bolter attend the library board meetings to explain financials.

h. Policy was discussed concerning the Library Board approving Library Policies vs the Yutan City Council also approving Library Policies. According to Scott Childers of the NLC and State Statute 51-211, the City Council only needs to approve 'any personnel administrative or compensation policy or procedure before implementation of such policy or procedure by the library board', not any other Library Board Policies.

9. Adjournment

a. Motion to Adjourn at 815pm by Arp, Seconded by Bullington. Yea: Arp, Hapke, Robinson, Bullington
Motion carried 4-0

The next Library Board meeting will be Monday, January 8 at 630pm.

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