

Yutan Public Library Board Minutes

Monday, May 5, 2024, at 630pm Location: 410 1st Street, Yutan, NE

Notice of meeting was posted at the Post Office, City Office, and the Library by 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 and Agenda

Trustees: Mary Kay Arp (2026), Lynn Hapke (2024), Mary Jo Robinson (2025), Alica Archer (2025) and Vicki Wolkins (2025)

Also present: Director Van Ackeren

A. Motion to accept amended agenda was made by Arp and seconded by Archer. Yeas: Hapke, Arp, Robinson, Archer, and Wolkins. Motion carried 5-0.

3. Visitors – None

4. Approval of Prior Meeting Minutes (Minutes were available for inspection):

A. Motion to approve the April 2024 minutes was made by Arp, seconded by Hapke. Yeas: Hapke, Arp, Robinson, Archer, and Wolkins. Motion carried 5-0.

5. Financials and Claims for April 2024

A. Motion to approve the April 2024 Financials and Claims was made by Archer, seconded by Hapke. Yeas: Hapke, Arp, Robinson, Archer, and Wolkins. Motion carried 5-0.

B. All current receipts were inspected and signed by President Hapke, Secretary Robinson, and Library Director Van Ackeren.

6. Presentation from Guests

A. None

7. Old Business / New Business

A. Still waiting (February 2024) for the city clerk to be informed by Maureen (attorney) regarding a memorandum of understanding for the library building currently owned by the city of Yutan.

7. Action Items

B. Motion to approve to spend \$2,464.80 of Grant money for 3D printer made by Arp, seconded by Wolkins Yeas-Arp, Archer, Hapke, Wolkins and Robinson. Motion carried 5-0.

8. Directors Report

A. April Statistics

B. Summer Reading Program starts June 1 and ends July 31. Discussion on possible partnership with the Yutan Park Board to hold a Chomp, Romp and Roar Event in July at the cost of \$450.00 total. Other events discussed: Raptor Recovery at \$175.00 and magician Jeff Quinn at \$250.00

C. Story Time Bags (grant) are completed and were shown to the board.

D. Current 3D Printer will be up for silent auction. Marketing through Facebook and in-library after the new printer is received.

E. EMS Kids Day will take place on May 22 from 5p – 6p at the library. The Teddy Bear Clinic will be partnered with the Yutan Emergency Services.

F. Elkhorn Computer Tech updated public computers and software.

G. Parking Lot Improvements: Van Ackeren advised the street in front of the library and the parking lot will be demolished and all new concrete will be added starting in June. The parking lot will have angled spaces, and a grass area containing picnic tables will be added along with a sidewalk. This construction will be financed by the City of Yutan and will not be included in the present or future library budget, per the city administrator.

H. Special Meeting held by the City Council on 4/30/2023: Discrepancies and exaggerations were discussed:

1. Cell phone usage at \$30 per month for all staff (except 1) was approved. Director Van Ackeren will start keeping track of how often she uses her personal cell phone. Unless under emergency circumstances, should she be paid for off-the-clock time. Many times, an employee will call or text Van Ackeren (while Van Ackeren is off the clock) for computer problems at the library, general questions, patron inquiries, etc.
2. The City Clerk advised that there were five (5) staff members interested in health insurance: Brandy, "Tim, Jacoby & Laurie" (4), but Laurie was not and is not interested.
3. Mayor Kelly advised he told Van Ackeren the Education Reimbursement was still correct and would be paid out since C.J. had approved it. In truth, on February 28, 2024, Mayor Kelly advised Van Ackeren that one semester would be paid but "no more money" going forward.
4. The city administrator explained to the city council that he met with the city attorney (Maureen) and the library was discussed. Maureen advised that the city council's role is to give the library board money for their budget but cannot advise them how to spend that money.
5. Council member Peterson asked if the library was 'holding up hiring somebody over there?'. The city clerk advised Peterson the library would not be hiring. However, it was discussed at the previous library board meeting that Van Ackeren will wait until the city council advises what hours are for permanent part-time employees before anyone is hired. The library board is hoping by the next city council meeting we will have an answer and the interviews for a part-time librarian will start. Van Ackeren had asked the

city administrator on May 1, 2024, if a decision regarding hours was made yet. She advised that she'd like to get someone hired **asap** as the Summer Reading Programs will start soon.

6. Mayor Kelly stated that "Our municipal code states that any policy the library board makes needs the approval of the city council". At the Library board meeting in February 2024, Scott Childers (from the SE Library System in Lincoln) advised that all policies are written by the library director/library board and do not need to be viewed, voted on or approved by the city council.

7. Hours of the library were discussed. Council member Schimenti advised "we have no re-course on that" after the city clerk and city administrator informed the city council that Van Ackeren had only worked one (1) forty (40) hour week. In truth, two (2) substitute librarians have been working so the library has been able to stay open. It was decided upon that the library close a few days a month, usually Fridays, so Van Ackeren can receive her PTO and the library does not go over budget this year. The library will be closed the last week of May so Van Ackeren can take a family vacation. The substitute librarians are unable to work that week.

8. City administrator advised the ring security camera in the library shouldn't capture a computer monitor due to privacy concerns, "and I'm pretty sure there is a monitor or two over there that the camera captures". Van Ackeren advised that one (1) Ring Camera is pointed toward the front door and does capture the library workstation, which is not public. No camera is pointed towards the public computers and has never been pointed toward them.

9. Trustee Archer suggested that Scott Childers from the SE Library System be invited to attend a city council meeting.

9. Executive Session

A. Let the record show that at 745pm, we are going into Executive Session and the limitation of the subject matter is to discuss the Resignation Letter of Mike Kelly, in order to prevent needless injury to a person's reputation. Motion by Arp, seconded by Archer. Yeas: Hapke, Arp, Robinson, Archer, and Wolkins. Motion carried 5-0.

It was decided that no action would be taken at this time in regard to issuing a statement.

At 756pm, we reconvened in open session. Motion by Wolkins, seconded by Robinson. Yeas: Hapke, Arp, Robinson, Archer, and Wolkins. Motion carried 5-0.

10. Adjournment

A. Motion to adjourn at 8:03pm by Arp, seconded by Wolkins. Yeas: Hapke, Arp, Robinson, Archer, and Wolkins. Motion carried 5-0.

The next regular Library Board Meeting will be Monday, June 3 at 6:30pm.

Respectfully submitted,

Mary Jo Robinson, Secretary and Laurie Van Ackeren, Library Director