

MINUTES OF THE May 21, 2024 BOARD MEETING

Present:

Board Members: Suzanne Myers, Mary Robinson, Kim Walker, Kirstee Morre Schutte

Library Director: Christie Clarke

Foundation Liaison: Jay Skiles

Absent:

Board Members: Jeff Kelley

City Council Liaison: Rebecca Shields

Kirstee Moore Schutte was welcomed as a new board member. Robinson called the meeting to order at 5:08 pm and asked if there were any additions or changes to the agenda. There were none.

Board members reviewed the March 2024 board meeting minutes. Robinson asked for a motion to approve. Walker moved to approve the minutes and Robinson seconded it. The vote was called. "Ayes": Myers, Robinson, Walker. "Nays": none. Abstaining: Schutte. Absent: Kelly. The vote passed.

The statistical and financial reports for March were reviewed. Robinson called for a motion to approve. Myers moved; Walker seconded the motion. "Ayes": Myers, Robinson, Walker. "Nays": none. Abstaining: Schutte. Absent: Kelly. The vote passed.

Board members reviewed the March bills and Robinson called for a motion to approve them. Myers moved and Walker seconded to approve the bills. Discussion included how supplies are categorized including operating supplies versus office supplies. Postage and program supplies, advertisements for staff, displays are some of the department operating expenses. Anything that is received as grants or donations is not noted in the report and many of the department operating expenses are covered by these funds. Rental equipment is copier lease. The vote was called. "Ayes": Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: none. Absent: Kelly. The vote passed unanimously.

The statistical and financial reports for April were reviewed. Robinson called for a motion to approve. Walker moved; Myers seconded the motion. "Ayes": Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: none. Absent: Kelly. The vote passed unanimously.

Board members reviewed the April bills and Robinson called for a motion to approve them. Myers moved and Walker seconded to approve bills. Discussion included clarification of Intralinks charges. The vote was called. "Ayes": Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: none. Absent: Kelly. The vote passed unanimously.

Director Clarke's Report:

1. The circulation desk is installed. We are waiting on two cabinets, three shelves and should have them in mid-June. A portion of the counter will be ADA accessible.
2. Some of the capital fund is still available and we are looking at chairs for the community room and for upstairs.
3. Popular and continuing programs: Wine 201, Mah-Jongg, Genealogy, Board Game Night, Anime Night for adults.
4. The book sale did not bring in as much as last year. The Friends are contemplating a smaller fall sale with a theme.
5. Haley Grams and Christie Clarke participated in Kinder Days at Legacy of the Plains Museum which is the second year for GPL volunteers.
6. The drywall in the community room is repaired. The staff will paint with Refresh left-over paint and volunteers are welcome to help.
7. The Summer Reading Program kick-off event is May 29th 3:00-5:00 pm. Kira Perez and Haley Grams have been busy visiting schools to promote.
8. The seed library is up and running and began with a fantastic program led by new board member Kirstee Moore Schutte. Staff Sherry Preston has worked on seed library now housed in an old card library catalogue.
9. Kira Perez is back from maternity leave and hard at work.
10. Jeff Feit is now our social media coordinator and working a few more hours a week. Gering Public Library will separate from the city with our own website and will only maintain a basic page on the city website. Jeff is in charge of the new GPL website and will oversee all social media.
11. The Summer Reading Program ending event is Life-Sized Oregon Trail Family event on June 28, 3:00-5:00 pm. Volunteers are needed.
12. New children and teen computers have been installed.
13. The new cleaning service is Ground Up Construction and Cleaning.
14. Logan Allen submitted his resignation effective August 4th, 2024 and advertisement for his replacement will be placed.
15. Library Refresh funds have purchased nesting benches for the children's space.
16. The library web page has a google calendar that has all events posted.
17. New library cards designed by the staff will be available soon.

The Gering Library Foundation Board Liason Jay Skiles reported

1. There was a presentation at the Foundation meeting from the sign company with discussion and questions answered.
2. Foundation members discussed working on improving current Gering Public Library space and reaching out to benefactors to see if there is interest for contributions.
3. Foundation members will be at the Summer Reading Library kick off.

Unfinished Business:

None

New Business

1. Trustees reviewed the new GPL Library Privacy Policy.
 - a. The city attorney has approved the presented policy.
 - b. Our current check-out system, Apollo, saves all of the check-out history.
 - c. On March 28th the Apollo system will stop saving check out history and patrons will be allowed to choose to save or not.
 - d. Legal requirements were discussed for privacy.
 - e. Patrons 13-19 materials checked out are confidential. Parents have access to check out information for younger children.
 - f. Library cards will be required for checkout.
2. Myers moved that we accept the Gering Public Library Privacy Policy and Schutte seconded. Ayes": Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: none. Absent: Kelly. The vote passed unanimously.
3. Clarke requested to close the library on August 5th until 3 pm for staff to attend the Western Library System training at the Wildcat Hills Center. Walker moved and Schutte seconded to allow the library to be closed until 3:00 pm on August 5th for training. Ayes": Myers, Robinson, Schutte, Walker. "Nays": none. Abstaining: none. Absent: Kelly. The vote passed unanimously. Board members are welcome to attend the sessions.

Meeting was adjourned by Robinson at 6:30 p.m.

Suzanne Myers
Secretary