

Notice of this meeting was given in advance with a legal notice posted in the Bridgeport News-Blade. An agenda was delivered to each board member and to the city office.

Meeting was called to order on February 1, 2022, at 5:29 pm. Roll call was taken. Members present: Rhea Basa, Katie Bates, Chuck Murrell, Thomas Millette Absent: Amanda Reilly

Also present: Library Director Melissa Butler.

Chair Bates announced: "In accordance with Section 84-1412 of the Nebraska Revised Statutes, a copy of the Open Meeting Act is available for review and is posted in the meeting room."

Minutes of the January 2022 meeting were presented. Motion by Murrell, second by Basa to approve the minutes. Ayes: Millette, Bates, Murrell, Basa. Nays: None. Absent: Reilly. Motion carried.

Bills were presented. Butler pointed out a large bill for ResourceUSA for \$950. This is covered yearly by a donation from Plummer Insurance. Also, according to Dori Huck, the city board only looks at the overall budget instead of each section at the end of the fiscal year, so we need not worry about overages in one area as long as they are covered by other monies. Motion by Basa, seconded by Murrell, to approve the bills. Ayes: Bates, Millette, Murrell, Basa. Nays: None. Absent: Reilly. Motion carried.

#### OLD BUSINESS

The new printer/copier contract has been signed. It will take 2-4 months to get the new machine. In the meantime, the contract for the current machine will have expired at the end of February, but we have been granted a 120 day extension on this contract while we wait for the new machine. The new expiration is 6/26/2022.

Butler told us the book inventory is complete, and of over 13,000 materials, we are missing only 55.

The board has decided to watch videos during personal time to get recertified instead of watching during meetings. Butler asked they bring or email her copies of their certificates of completion.

Due to staff shortage Butler suggested the board table working on the policy, so she can keep an eye on the door and circulation counter until the end of Storytime. Motion to table the policy by Millette, seconded by Basa. Ayes: Bates, Murrell, Basa, Millette. Nays: None. Absent: Reilly. Motion carried.

#### NEW BUSINESS

Butler has applied for and received a free pro version of the program Canva for use in the public library and plans on teaching a class in the next couple months for those who have never used the program. Canva is program similar to Microsoft Publisher for flyers and newsletters.

Summer reading training is in Alliance on February 24<sup>th</sup>, this year. Butler has asked to close this day so she and the staff can all attend the training. Motion by Murrell to close Feb 24<sup>th</sup>, seconded by Basa. So moved.

The board discussed when they should be doing Director evaluations and what those should entail. After some discussion, it was decided an initial evaluation of a new director will be done after 50 days to decide if the hire is a good fit for the position. After 5 months a second evaluation will occur, and then every year thereafter. Butler will type up the evaluation questions decided on by the board and will email it to each member for their review.

In February the Hobby will be exercise and the presentation will be a kinesiology demonstration by a practitioner from Scottsbluff.

Motion by Murrell to adjourn the regular meeting at 5:53 and go into executive session for the purposes of discussing patron concerns about the Director. Seconded by Basa. Ayes: Millette, Bates, Basa, Murrell. Nays: None. Absent: Reilly. Motion carried.

The board came out of executive session at 6:44. Motion by Basa to adjourn at 6:44, seconded by Murrell. Ayes: Murrell, Millette, Basa, Bates. Nays: None Absent: Reilly. The next regular meeting will be on Tuesday, March 1, at 5:30 pm.