

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

Meeting was called to order on December 9, 2021 at 5:30 pm. Roll call was taken. Members present: Amanda Reilly, Thomas Millette, Rhea Basa, Chuck Murrell Absent: Katie Bates

Also present: Library Director Melissa Butler.

Vice Chair Murrell 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 November 2021 meeting were presented. Motion by Millette, second by Reilly to approve the minutes. Ayes: Millette, Reilly, Basa, Murrell. Nays: None. Absent: Bates Motion carried.

Bills were presented. Motion by Reilly, seconded by Basa, to approve the bills. Ayes: Millette, Reilly, Basa, Murrell. Nays: None. Absent: Bates. Motion carried.

#### OLD BUSINESS

Butler presented the estimate for purchase and maintenance contract for a printer/copier from Century Business Product out of Scottsbluff. The printer/copier would replace the copier which will be out of contract and obsolete in February. It will also replace the fax machine, circulation printer, Director office printer, and two printers currently available for use on two computers in the patron section. It will be wireless and mobile/air print compatible as well as offering a secure print capability. The cost is \$3326.87 for the machine with a monthly Maintenance agreement of \$22.50. The maintenance includes all parts, labor, mileage, drums, and toner. Butler suggested we use ARPA funds to purchase the copier. Millette asked how long the maintenance agreement will be valid. Butler will call the representative.

Butler informed the board the probationary period, known as the introductory period, for a city employee is 60 days. At that point the direct supervisor (the board) will evaluate an employee's performance and either reinstate the introductory period, move the employee into regular full-time, or remove them from the position.

#### NEW BUSINESS

Butler told board members the certification necessary for accreditation lapsed the previous year and asked them to sign up for United for Libraries so they can get the CE credits necessary for certification by the middle of February. She will email the link to them.

The library policy needs to be read and updated. Butler gave members copies and her suggestions for updates. Millette moved to table the policy until the next meeting. Amanda seconded. Ayes: Millette, Basa, Reilly, Murrell. Nays: None. Absent: Bates. Motion passed.

Butler told members she will be starting a monthly newsletter to be sent home with students at the school, left at the circulation desk, and left with other businesses in town. It will include all activities, meetings, and other offerings available each month.

January will be the first Hobby Month, and the hobby will be crochet. We will also have a Saturday craft in the Design Studio (previously known as MakerSpace) each month. Lori will head the Saturday craft. The first one will be Jan 29<sup>th</sup>.

Butler informed the board we have not yet done inventory. The library generally closes for two days to complete inventory. She has requested the closing be on December 23<sup>rd</sup> and 24<sup>th</sup>. Millet moved to close for inventory on the 23<sup>rd</sup> and the 24<sup>th</sup> of December. Rhea seconded. Ayes: Millette, Basa, Reilly, Murrell. Nays: none. Absent: Bates

Butler asked to close early on December 31<sup>st</sup> for the holiday. Basa moved to allow the library to close at 2pm on Friday December 31<sup>st</sup>. Reilly seconded. Ayes: Millette, Reilly, Basa, Murrell. Nays: none. Absent: Bates

Butler informed the board the Grant money for the internship was spent in August, and the Friends of the Library paid the interns through November. The library will not have interns until the summer reading program because Butler does not feel it is necessary for the numbers during the school year.

Reilly moved to adjourn at 6:16. Millette seconded. Ayes: Reilly, Basa, Millette, Murrell. Nays: none. Absent: Bates Meeting adjourned at 6:16 pm. The next regular meeting will be on Jan 4<sup>th</sup> at 5:30 pm.