

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday January 11, 2022 at 7:00 p.m. in the library main meeting room.

Present: **Amber Francis, Gene Mercer, Mark Steele, Jenny Wagner-Kramer, and Library Director Denise Lawver.**

Guests: None

Excused Absences: Teresa Urlacher

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:03 p.m. by Vice- President Jenny Wagner-Kramer.
- II. **Roll Call & Recognition of guests**—Noted above
- III. **Approval & adjustments to the agenda**—Motion by Francis, Second by Mercer to approve the agenda voting yes to approve: Francis, Mercer, Steele, Wagner-Kramer.
- IV. **Approval of Library Board minutes—December 14, 2021** Motion to approve the minutes by Mercer, Second by Steele, voting yes: Mercer, Steele, Wagner-Kramer, & Francis.
- V. **Review of Bills & Budget/Revenue Sheets**—Bills reviewed, no revenue sheets available for this meeting
- VI. **Director's Report**—Denise—see attached report—additional comments on staff shortage due to illness.
- VII. **Old Business:**
 - A. Library Foundation meeting report: Mark Steele—the Foundation is in agreement to assist with the future library project.
 - B. Library Redesign project continued discussion—Library Board is ready to continue with a narrow scope, phasing plan & rough budget of the project. Denise will email Rick with APM to invite them to the February meeting
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Submission of State Statistical Annual Report—submitted by Library Director on 12/15/21
 - C. Timeline for summer programs if building is under construction--
- IX. **Adjournment:** Motion by Mercer, Second by Francis, Wagner-Kramer to adjourn at 7:53 p.m. voting yes: Mercer, Francis, Steele, & Wagner-Kramer.

Next Regular Meeting: Tuesday February 8, 2022 at 7:00 p.m. Denise Lawver
Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday February 8, 2022 at 7:00 p.m. in the library main meeting room.

Present: **Amber Francis, Mark Steele, Teresa Urlacher, and Library Director Denise Lawver.**

Guests: None

Excused Absences: Gene Mercer, Jenny Wagner-Kramer

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:00 p.m. by President Teresa Urlacher.
- II. **Roll Call & Recognition of guests**—Noted above
- III. **Approval & adjustments to the agenda**—Motion by Francis, Second by Steele to approve the agenda voting yes to approve: Francis, Steele, & Urlacher.
- IV. **Approval of Library Board minutes—January 11, 2022**—quorum of eligible voters not present, will add to March agenda.
- V. **Review of Bills & Budget/Revenue Sheets**—Bills reviewed
- VI. **Director’s Report**—Denise—see attached report—
- VII. **Old Business:**
 - A. Library Design Planning—due to schedule conflicts & other pressing commitments, the firm of APM has decided to step back from out project at this time. Library Board will discuss future options to keep this project in the forefront.
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Discussion for online digital access from News Bank—library will enter into agreement for a 1-year trial of the online newspaper access to the Omaha World Herald, Lincoln Journal, Wahoo Newspaper & more than 4,000 other newspapers around the world. With a Wahoo Public Library Card our patrons will be able to have free access to the current issues of these newspapers.
 - C. Employee Evaluation—Robert (Bob) Sabata, Bob started his third year with us on Jan. 28, excellent evaluation.
- IX. **Adjournment:** Motion by Steel, Second by Francis, to adjourn at 8:00 p.m. voting yes: Francis, Steele, & Urlacher.

Next Regular Meeting: Tuesday March 8, 2022 at 7:00 p.m. Denise Lawver
Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday March 8, 2022 at 7:00 p.m. in the library main meeting room.

Present: **Amber Francis, Gene Mercer, Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver.**

Guests: None

Excused Absences: Mark Steele.

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:00 p.m. by President Teresa Urlacher.
- II. **Roll Call & Recognition of guests**—Noted above
- III. **Approval & adjustments to the agenda**—Motion by Mercer, Second by Francis to approve the agenda with an addition under New Business, Item E., Music program voting yes to approve: **Mercer, Francis, Urlacher & Wagner-Kramer.**
- IV. **Approval of Library Board minutes—February 8, 2022**—quorum of eligible voters not present, will add to April agenda.
- V. **Review of Bills & Budget/Revenue Sheets**—Bills reviewed
- VI. **Director’s Report**—Denise—see attached report—
- VII. **Old Business:**
 - A. Library Design Planning—reviewed past discussions & will continue to move forward as opportunities become available. (See note under New Business, Item C.
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Collection Development Policy—review
 - C. Library Building Settling Issue—Denise informed the board about several building issues that are pointing to a settling of the building that could be an issue in the future. City Administrator, Melissa Harrell contacted the City Engineers JEO, who came to look at the library just prior to this meeting. Board walked around the library to view the issues in question. Denise will keep the board informed of any future information that is shared from JEO. Discussion tied into Old Business A., Library Design as if a repairs are needed to the foundation & other walls that this might be a good opportunity to reignite our master plan of children’s remodel.
 - D. Library Closure on Friday, April 1 so staff may attend in-service training at Seward Public Library—Notice will be posted on FB that library will be closed this day.
 - E. Miss Emily Music Program—an email from Emily Nakayama was shared in advance to the library board, they were all very encouraging & supportive of “Music, Me & Miss Emily”. Suggestion was made to ask if Emily could do a special program at the library open to anyone who would be interested in attending her fee-based program. The Friends would sponsor the cost.

IX. **Adjournment:** Motion by Wagner-Kramer Second by Mercer to adjourn at 8:08 p.m. voting yes: **Wagner-Kramer, Mercer, Francis, & Urlacher.**

Next Regular Meeting: Tuesday April 12, 2022 at 7:00 p.m. Denise Lawver
Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday April 12, 2022 at 7:00 p.m. in Meeting Room B (Former Computer Lab)
Present: **Amber Francis, Gene Mercer, Teresa Urlacher, Jenny Wagner-Kramer, Mark Steele and Library Director Denise Lawver.**

Guests: None

Excused Absences: None

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:00 p.m. by President Teresa Urlacher. Note at 7:05 the tornado siren sounded & the board went to the lower level of the library to finish the meeting.
- II. **Roll Call & Recognition of guests**—Noted above
- III. **Approval & adjustments to the agenda**—Motion by Mercer, Second by Steele to approve the agenda, **Mercer, Steele, Francis, Urlacher & Wagner-Kramer.**

Approval of Library Board minutes—due to absences at the past 3 meetings the following minutes were approved according to who was present & able to vote: January 2022—Motion to approve by Steele, Second by Mercer, voting to approve: Steele, Mercer, Francis, Wagner-Kramer, abstain Urlacher. February 2022—Motion to approve by Francis, Second by Steele, voting to approve: Francis, Steele, Urlacher, abstain Wagner-Kramer & Mercer. March 2022—Motion to approve by Mercer, Second by Wagner-Kramer, voting to approve: Mercer, Wagner-Kramer, Francis & Urlacher, abstain, Steele.

IV. **Review of Bills & Budget/Revenue Sheets**—Bills reviewed

V. **Director's Report**—Denise—see attached report—

VI. **Old Business:**

- A. Library Building Issues Updates—Denise has met with 3 companies to look at the sinking concrete issue that is at the front of the library, she also had one of the companies look at the interior issue with the floor. Two of the companies would fix our sinking issue in the front by injecting a product under the slabs to raise them up, the third contractor gave us a bid for actual replacement of the concrete with the addition of rebar to help secure to slabs. All the bids have been sent to Travis Beavers & Melissa Harrell, I will keep the board informed of any future plans.
- B. Collection Development Policy—review—Denise will resend to library board for review, tabled until May meeting.

VII. **New Business:**

- A. Items not on agenda may be added during action of item III.
- B. New Library Trustee—names must be submitted to Mayor Johnson for approval, The Library Board voted to submit Kal Lausterer's name for

approval; Motion to submit: Steele, Second by Mercer, voting yes: Steele, Mercer, Francis, Wagner-Kramer, and Urlacher.

- VIII. **Adjournment:** Motion by Mercer, Second by Steele, voting yes to adjourn at 7:25 p.m.: Mercer, Steele, Wagner-Kramer, Francis & Urlacher.

Next Regular Meeting: Tuesday May 10, 2022 at 7:00 p.m. Denise Lawver
Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday May 10, 2022 at 7:00 p.m. in Meeting Room B (Former Computer Lab)
Present: **Amber Francis, Gene Mercer, Teresa Urlacher, Mark Steele and Library Director Denise Lawver.**

Guests: None

Excused Absences: **Jenny Wagner-Kramer**

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:07 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**—Noted above
- III. **Approval & adjustments to the agenda**—Motion by Mercer, Second by Francis to approve the agenda with the addition under New Business: New Library Foundation Members; **voting yes: Mercer, Francis, Steele, and Urlacher. Absent & not voting: Wagner-Kramer.**
- IV. **Approval of Library Board minutes of April 12, 2022—Review of Bills &**
- V. **Budget/Revenue Sheets**—Bills reviewed—Library questioned the absence for the past several months of the budget/revenue report; Denise will talk to Melissa but another board member also plans to talk to her soon.
- VI. **Director’s Report**—Denise—see attached report—

- VII. **Old Business:**
 - A. Collection Development Policy—revised policy sent to library board for review, Motion by Francis, Second by Mercer to approve the newly revised Collection Development Policy; **voting yes: Francis, Mercer, Steele & Urlacher. Absent & not voting: Wagner-Kramer.**
 - B. Updates on conference room redesign—Denise reported that she has had 2 bids requested for new technology & has asked 2 local carpenter/handyman sources to submit bids for the drywall repair, repaint, etc.

- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Mayoral approval of new library board member, Kal Lausterer, who will replace Mark Steele. Re-approval of current member, Teresa Urlacher for an additional 4-year term. Kal’s first term is June 2022-2026; Teresa’s second term is June 2022-2026.
 - C. Summer Reading Programs—information updates to let you know we have a fun summer of programs, hope to see you or your kiddos at the library for Jeff Quinn Magician, Pint-Sized Polka, the new story walk at Lake Wanahoo!
 - D. Discussion for new Library Foundation members—Josh Krueger, member-at-large term limited so a new member is needed, Mark Steele, Library Board representative term ends as he has served 2 4-year terms on the board so a new library board representative is needed. Any suggestions for the at large

member are appreciated & you can send them to Denise & she will share with the library board who does appoint these members. A current library board member will discuss with family about taking Mark's place on the Foundation as the Library Board representative.

- IX. **Adjournment:** Motion by Steele, Second by Mercer, **voting yes to adjourn at 7:52 p.m.:** **Voting yes: Steele, Mercer, Francis and Urlacher.**
Absent and not voting: Wagner-Kramer

Library

Next Regular Meeting: Tuesday June 14, 2022 at 7:00 p.m.
Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday June 14, 2022 at 7:00 p.m. in Meeting Room B (Former Computer Lab)
Present: **Amber Francis, Kal Lausterer, Gene Mercer, Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver.**

Guests: None

Excused Absences:

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:04 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**—welcome new board member, Kal Lausterer!
- III. **Approval & adjustments to the agenda**—Motion by Mercer, Second by Wagner-Kramer to approve the agenda **voting yes: Mercer, Wagner-Kramer, Francis, Lausterer, and Urlacher.**
- IV. **Approval of Library Board minutes of May 10, 2022**—Motion by Francis, Second by Mercer; **voting yes: Francis, Mercer & Urlacher, abstain: Wagner-Kramer, Lausterer.**
- V. **Review of Bills & Budget/Revenue Sheets**—
- VI. **Director’s Report**—Denise—see attached report—updates on library website that we can manage with our staff, photo submitted to LARM was used on their website.
- VII. **Old Business:**
 - A. Conference room updates—Denise reported that drywall is being fixed, new electrical outlet for technology upgrades has been installed, waiting on a bid for painting. Denise also visited Cabinet Factory Outlet in Omaha to look at cabinetry for the space. Teresa updated new board member Kal about out remodeling/redesign plans that we have been working on for the past 2 years. Denise will make sure he gets a copy of the master plan.
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Approval of new Library Foundation at large member & appointment of Library Board member to the Library Foundation—Shirley Mercer was nominated to serve as the at-large member for the Foundation—**Motion to approve the nomination: Lausterer, second by Wagner-Kramer; voting to approve: Lausterer, Wagner-Kramer, Francis & Urlacher. Mercer abstain.** Library Board member, Amber Francis was nominated to represent the Library Board on the Foundation; **Motion to approve: Mercer, second by Lausterer; voting to approve: Mercer, Lausterer, Wagner-Kramer, Urlacher. Francis abstain.**

IX. **Adjournment:** Motion by Francis, Second by Wagner-Kramer, **voting yes to adjourn at 7:43 p.m.: Voting yes: Francis, Wagner-Kramer, Mercer, Lausterer and Urlacher.**

Next Regular Meeting: Tuesday July 12, 2022 at 7:00 p.m.
Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday July 12, 2022 at 7:00 p.m. in Meeting Room B (Former Computer Lab)
Present: **Amber Francis, Kal Lausterer, Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver.**

Guests: None

Excused Absences: **Gene Mercer**

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:01 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**—Absent--Gene Mercer
- III. **Approval & adjustments to the agenda**—Motion by Francis, Second by Lausterer to approve the agenda voting yes: Francis, Lausterer, Wagner-Kramer, and Urlacher.
- IV. **Approval of Library Board minutes of June 14, 2022**—Motion by Francis, Second by Lausterer, voting yes: Francis, Lausterer, Urlacher and Wagner-Kramer.
- V. **Review of Bills & Budget/Revenue Sheets**—end of fiscal year is approaching so we will be making sure to spend our book and audio lines.
- VI. **Director's Report**—Denise—see attached report—
- VII. **Old Business:**
 - A. Conference room updates—Bid received from J & T Quality Construction for painting room & replacing base trim. Denise will contact Jesse to get the project started. Library Board would like to have more information on the technology components for the meeting rooms. Denise will contact her sales rep from Eakes to schedule a visit from them to show what we are considering purchasing. If the scheduling works we would have Eakes come to the August 9th meeting at 6:30 p.m.
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Early close (4:30) on July 28th for Saunders County Fair Parade, library does this every year so this is just a reminder.
 - C. Removal of bushes on west side of library; Denise has lined up the Street Dept. crew to remove the over-grown bushes this fall, some are not in the best shape & they are impinging onto the roof/gutter line.
- IX. **Adjournment:** Motion by Francis, Second by Lausterer; **to adjourn at 7:58 p.m.:**
Voting yes: Francis, Lausterer, Wagner-Kramer, and Urlacher.

Next Regular Meeting: Tuesday August 9, 2022 at 6:30 p.m.
Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday August 9, 2022 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: **Amber Francis, Kal Lausterer, Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver.**

Guests: None Excused Absences: **Gene Mercer**

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:00 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**—Absent--Gene Mercer
- III. **Approval & adjustments to the agenda**—Motion by Francis, Second by Wagner-Kramer to approve the agenda voting yes: Francis, Wagner-Kramer Lausterer, and Urlacher. Absent & not voting—Mercer.
- IV. **Approval of Library Board minutes of July 12, 2022**—Motion by Lausterer, Second by Wagner-Kramer voting yes: Lausterer, Wagner-Kramer, Francis & Urlacher. Absent & not voting—Mercer.
- V. **Review of Bills & Budget/Revenue Sheets**—Spending the end of year funds in certain line-items—Books & AV-Digital.
- VI. **Director's Report**—Denise—July was great month, very busy. Preparing for next big event, StoryWalk ribbon cutting at Lake Wanahoo, invitations will be sent out.
- VII. **Old Business:**
 - A. Conference room updates—Painting is in process, room needs 3rd coat. Jenny & Kal were part of a Go-to-Meeting with Eakes Office sales department who provided more detailed information that we had about the future purchase of the Sharp Aquos Technology (Smart Boards). Great online discussion, thank you to Jenny & Kal for great input & library felt it was important to add this technology to the library. Motion by Lausterer, Second by Wagner Kramer to purchase 2 Aquos Smart Boards from Eakes for the two main meeting room spaces. Voting yes: Lausterer, Wagner-Kramer, Francis & Urlacher. Absent & not voting—Mercer. Funding for this project is provided by the Library Foundation.
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Employee Evaluation—Christine Rowell, Christine just finished her first year at the library & we feel she is a great asset to our organization, we hope to expand her duties as she is willing to help with the new library web-site coming soon! A pay increase is recommended.
 - C. StoryWalk Ribbon Cutting—Thursday, August 18 at 6:30, an invitation & blasts on our social media page will be forth coming.
 - D. Fiscal Year 22/23 Budget Request, Denise is finalizing her request to the City, she is scheduled to meet with the Finance Committee of the Council on Aug. 24.
- IX. **Adjournment:** Motion by Francis, Second by Lausterer; **to adjourn at 8:05 p.m.: Voting yes: Francis, Lausterer, Wagner-Kramer, and Urlacher. Absent & not voting—Mercer.**

Next Regular Meeting: Tuesday September 13, 2022 at 7:00 p.m.

Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday September 13, 2022 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: Kal Lausterer, Gene Mercer, Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver.

Guests: None, Excused Absences: Amber Francis

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:01 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**—Absent—Amber Francis, all other members present
- III. **Approval & adjustments to the agenda**—Motion by Lausterer, Second by Wagner-Kramer to approve the amended agenda, adding Item D under New Business: discussion of Story time schedule; voting yes: Lausterer, Wagner-Kramer, Mercer and Urlacher. Absent & not voting—Francis.
- IV. **Approval of Library Board minutes of August 9, 2022**—Motion by Wagner-Kramer Second by Lausterer, voting yes: Wagner-Kramer, Lausterer, & Urlacher. Abstain due to absence in August: Mercer. Absent & not voting—Francis.
- V. **Review of Bills & Budget/Revenue Sheets**—Review of submitted budget for next FY, will have small amount of funds to spend prior to end of this year’s budget.
- VI. **Director’s Report**—Denise—Highlights of busy August.
- VII. **Old Business:**
 - A. Conference Room updates—Work finished by contractor to room, Eakes has equipment on order, looking forward to install.
 - B. Budget request submitted for 22/23 fiscal year; the new budget request was submitted, Denise met with the Finance Committee of the Council to present request for increases; met with City Administrator September 12 to review the budget that was approved prior to this board meeting. The Library was given an extra \$15,000 in support from various tax funds, increase in hours for Christine Rowell, hiring of seasonal part-time person for next summer & lawn maintenance will now be provided by the Park & Rec dept.
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Review & discuss changes to Wahoo Library Study Room Use Policy—discussion on current policy, what works, what does not. Denise will compose updated policy with staff input for review & possible approval at Oct. meeting.
 - C. Library Website updates—staff had a zoom meeting on Monday with the SOCS website people, our domain name has been secured & they are working on the new template for our website. We hope to be up in the next couple of months.
 - D. Story hour schedule addition—Teresa asked if it would be possible to add a monthly Saturday story time to the schedule for those who are unable to attend during the week. Staffing issues may prove a hindrance but Denise is willing to do the story time herself but will also check with other staff for help.
- IX. **Adjournment:** Motion by Mercer, Second by Lausterer; **to adjourn at 7:57 p.m.: Voting yes: Mercer, Lausterer, Wagner-Kramer, and Urlacher. Absent & not voting—Francis.**

Next Regular Meeting: Tuesday October 11, 2022 at 7:00 p.m.
Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday November 8, 2022 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: Amber Francis, Kal Lausterer, Gene Mercer, Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver.

Guests: None Absent: Jenny Wagner-Kramer

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:00 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**—all present except Jenny Wagner-Kramer, no guests.
- III. **Approval & adjustments to the agenda**—Motion by Mercer, Second by Lausterer to approve the agenda. Voting yes to approve: Mercer, Lausterer, Francis, & Urlacher.
- IV. **Approval of Library Board minutes of October 11, 2022**—Motion by Lausterer, Second by Mercer to approve the minutes: Voting yes to approve: Lausterer, Mercer, and Urlacher.
- V. **Review of Bills & Budget/Revenue Sheets**—Denise updated the board on their questions concerning line item expenses & the County Card fee fund. The Office Furniture/Equipment line item question was explained with the purchase of the WatchGuard Firebox, Cordless Phone & Shelving for puzzles. The card fee is in a separate fund & we can use those funds for library projects. Denise will meet with City Admin. Melissa Harrell to finalize a process.
- VI. **Director's Report**—Denise—Carrie is working on submission of a Youth Grant for Excellence for outside musical instruments, this grant requires a 25% match so we will ask Foundation, Friends & Wahoo Area Kiwanis for partnership.
- VII. **Old Business:**
 - A. Study Room Use Policy—final draft submitted to Board for approval, motion to approve with final changes by Mercer; second by Francis; voting Yes: Mercer, Francis, Lausterer & Urlacher.
 - B. Discussion for future funding request of Library Foundation for future building changes. Discussion only, plan to submit a formal request for projects at the January 2023 Foundation meeting.
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. 2021/22 Annual Report—Denise presented a short power point created by library staff Bob Sabata & Christine Rowell that compiled data from Denise to show how well the library has recovered from our Covid year!
- IX. **Adjournment:** Motion by Francis, Second by Lausterer; to adjourn at 8:20 p.m.: Voting yes: Francis, Lausterer, Mercer, and Urlacher.

Next Regular Meeting: Tuesday December 13, 2022 at 7:00 p.m.
Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday December 13, 2022 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: **Amber Francis, Kal Lausterer, Gene Mercer, Teresa Urlacher, and Library Director Denise Lawver.**

Guests: None Absent: Jenny Wagner-Kramer

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:02 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**—all present except Jenny Wagner-Kramer, no guests.
- III. **Approval & adjustments to the agenda**—Motion by Francis, Second by Mercer to approve the agenda. Voting yes to approve: Francis, Mercer, Lausterer, & Urlacher.
- IV. **Approval of Library Board minutes of November 8, 2022**—Motion by Lausterer, Second by Mercer to approve the minutes: Voting yes to approve: Lausterer, Mercer, Francis and Urlacher.
- V. **Review of Bills & Budget/Revenue Sheets**—
- VI. **Director's Report**—Denise—
- VII. **Old Business:**
 - A. Update on meeting room kitchen addition & submission of bid for service from Veskerna plumbing.
 - B. Project proposal for January Library Foundation meeting—Amber as the new Library Board representative to the Foundation will present a request for funding for future projects that will include the kitchen project in the main meeting room, technology upgrades that would eliminate the large computer station with a table with power access for patron PC's, Children's Activity room plans, & upgrades to the staff circulation areas.
- VIII. **New Business:**
 - A. Items not on agenda may be added during action of item III.
 - B. Employee Evaluation—Carrie Trutna—started her 16th year at the library this month, very good evaluation, she is eligible for step raise.
 - C. Youth Service Grant Submission—if awarded this grant which is just under \$20K would need a 25% partner match. We are hoping to get matches from the Library Foundation (Milrae Anderson Endowment), Library Friends & Wahoo Area Kiwanis. The grant is for the outdoor music space that would be located on the south-east side of the library.
- IX. **Adjournment:** Motion by Mercer, Second by Francis; **to adjourn at 8:02 p.m.: Voting yes: Mercer, Francis, Lausterer, and Urlacher.**

Next Regular Meeting: Tuesday January 10, 2023 at 7:00 p.m.

Denise Lawver Recording Secretary