

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday January 10, 2023 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 7:01 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. Wagner-Kramer absent & not voting.
- IV. **Approval of Library Board minutes of December 13, 2022**—Motion by Lausterer, Second by Francis to approve the minutes: **Voting yes to approve:** Lausterer, Francis, Mercer, and Urlacher. Wagner-Kramer absent & not voting.
- V. **Review of Bills & Budget/Revenue Sheets**—
- VI. **Director's Report**—Denise—
- VII. **Old Business:**
  - A. Youth Services Grant Awarded: we received a grant of \$1270 to be put toward our outdoor music space that we are in the process of planning.
- VIII. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Report from Amber on Library Foundation Meeting of January 9<sup>th</sup>—Amber reported that the Library Foundation will provide funds up to \$20K for the kitchenette project in the main meeting room. Funding for other items on our future project list will also be considered.
  - C. Evaluation Bob Sabata—great evaluation, anniversary date of 3 years is Jan. 28<sup>th</sup>
  - D. Change of Library Board meeting to February 15 due to Valentine's Day.
- IX. **Adjournment:** Motion by Mercer, Second by Lausterer; **to adjourn at 7:53 p.m.: Voting yes: Mercer, Lausterer, Francis and Urlacher. Wagner-Kramer absent & not voting.**

**Next Regular Meeting:** **Wednesday February 15, 2023** at 7:00 p.m.

Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Wednesday February 15, 2023 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

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

Guests: None Absent: Amber Francis, Jenny Wagner-Kramer

**AGENDA:**

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:10 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**—Absent: Amber Francis, Jenny Wagner-Kramer, no guests.
- III. **Approval & adjustments to the agenda**—Request by Gene to add an item D to New Business; Library Board CE Hours. Motion by Lausterer, Second by Mercer to approve the agenda with addition. **Voting yes to approve:** Mercer, Lausterer, & Urlacher. Francis, Wagner-Kramer absent & not voting.
- IV. **Approval of Library Board minutes of January 10, 2023**—Motion by Lausterer, Second by Mercer to approve the minutes: **Voting yes to approve:** Lausterer, Mercer, and Urlacher. Francis & Wagner-Kramer absent & not voting.
- V. **Review of Bills & Budget/Revenue Sheets**—reviewed
- VI. **Director's Report**—Denise—highlighted new usage stat for Libby, over 140 users with over 800 downloads!
- VII. **Old Business:**
  - A. Meeting Room updates—ongoing, waiting for plumbers to start soon.
- VIII. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Policy Updates: Circulation Services, Rules of Conduct, Fees, Fines & Overdue Policy—discussion that when we were posting these to the new website staff reviewed & adjusted verbiage. No major changes that require a vote by the trustees occurred.
  - C. Library Closing Procedures: staff has asked for the option to lock library & public restrooms at 10 minutes prior to close. Locks would be placed on the outside of restrooms that would be locked by staff at close, they would NOT be locked at any time if the meeting rooms are in use after hours or for a private event. Per request of board member, Denise will ask City Attorney to review the plan for locking restrooms.
  - D. Continuing Education Hours for Trustees: Gene viewed the NCompass webinar on First Amendment Audits. He also asked if the entire board could view a webinar as part of the regular meeting. Denise will send the link to the board with the choices so they can pick a topic of interest. CE hours are needed for accreditation of the board & each board member can earn 1 hour by viewing any of the webinars. Denise & Kal also viewed a session on Tax Prep programs for library patrons.
- IX. **Adjournment:** Motion by Mercer, Second by Lausterer; **to adjourn at 8:10 p.m.: Voting yes: Mercer, Lausterer, and Urlacher. Francis & Wagner-Kramer absent & not voting.**

**Next Regular Meeting:** March 14, 2023 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 14, 2023 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: No guests, all members present.

**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**— no guests, all members present.
- III. **Approval & adjustments to the agenda**—Request by Denise to add item F—Censorship Challenges. Motion by Lausterer, second by Mercer to approve the agenda with addition. **Voting yes to approve:** Lausterer, Mercer, Francis, Urlacher & Wagner-Kramer.
- IV. **Approval of Library Board minutes of February 15, 2023**—Motion by Mercer, Second by Lausterer, to approve the minutes: **Voting yes to approve:** Lausterer, Mercer, and Urlacher. Francis & Wagner-Kramer were absent at February meeting.
- V. **Review of Bills & Budget/Revenue Sheets**—reviewed by library board.
- VI. **Director's Report**—Denise—
- VII. **Old Business:**
  - A. Meeting Room updates—ongoing, countertops & cabinetry should be done soon.
  - B. Library Board CE training opportunities—board discussed & viewed on the Nebraska Library Commission NCompass training site possible ways to view for hours during board meetings.
- VIII. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Community Service Hours—Court appointed vs. School Service Hours—Denise explained that a change in offering service hours is needed, too much staff time is devoted to making sure the court appointed people do what we want & do it correctly. Going forward we will only take School Service Hours for library assistance.
  - C. Library Board Vacancy's—need to submit 2 names for retiring board members, we can select but Mayor appoints. Board discussed possible candidates for Board, Denise & Gene will contact the suggested names.
  - D. Use of Book Drop after hours—Library Board discussed concerns about the two drops that are side by side & how they are used. We also discussed the danger of the outside drop that comes directly into the library. Denise will talk to Buckmaster Construction for bid to create an enclosed drop. She will also discuss project with Melissa at City as this should be a city funded project as it relates to their building & safety/insurance concerns.
  - E. Renewing Library cards electronically—Teresa asked about adding this option & Denise explained that until the City starts to accept online payments using a debit/credit card we can't renew online as those who owe for a card would rarely come in to pay. We will keep this option open for future.

F. Censorship Challenges—Denise informed the Library Board to be aware of what is happening in other libraries/communities of challenges due to content. The library has an updated reconsideration form & adheres to the ALA Freedom to Read tenets. Denise also plans to discuss with City officials & City Attorney.

IX. **Adjournment:** Motion by Francis, Second by Wagner-Kramer; **to adjourn at 8:28 p.m.:**  
**Voting yes: Francis, Wagner-Kramer, Mercer, Lausterer, and Urlacher.**

**Next Regular Meeting:** April 11, 2023 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 11, 2023 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: Scott Childers, Executive Director of the Southeast Library System (SELS)

**AGENDA:**

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:03p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**— Welcome Scott Childers, all board members present.
- III. **Approval & adjustments to the agenda**— Motion by Lausterer, second by Mercer to approve the agenda. **Voting yes to approve:** Lausterer, Mercer, Francis, Urlacher & Wagner-Kramer.
- IV. **Approval of Library Board minutes of March 14, 2023**—Motion by Lausterer, Second by Mercer, to approve the minutes: **Voting yes to approve:** Lausterer, Mercer, Francis, Wagner-Kramer and Urlacher.
- V. **Review of Bills & Budget/Revenue Sheets**—reviewed by library board.
- VI. **Director's Report**—Denise—
- VII. **Old Business: None for this meeting**
  
- VIII. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Library Board Training with Scott Childers from SELS. Scott presented 1.5 hours of training reviewing responsibilities of the library board & library director. He also discussed the Nebraska Open Meetings Act, we need to place a printed copy of this act in the small conference room where the library board meets. We should also allow a Public Comments item to the agenda under New Business. Very good information shared & discussion with Scott & the board.
  - C. New Trustees submitted to Mayor Johnson for approval—David Privett & Marilyn (Merry) Fenton submitted short biographical summaries outlining why they would like to be appointed to the library board.
  
- IX. **Adjournment:** Motion by Wagner-Kramer, Second by Francis; to adjourn at 8:28 p.m.:  
Voting yes: Wagner-Kramer, Francis, Mercer, Lausterer, and Urlacher.

**Next Regular Meeting:** May 9, 2023 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 9, 2023 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: Scott Childers, Executive Director of the Southeast Library System (SELS)

**AGENDA:**

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:01p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**— Welcome Scott Childers, Leon Binstock, President of Wahoo Library Foundation, Merry Fenton & Dave Privett, newly appointed board members whose terms begin at June meeting, all board members present.
- III. **Approval & adjustments to the agenda**— Motion by Lausterer, second by Mercer to approve the agenda. **Voting yes to approve:** Lausterer, Mercer, Francis, Urlacher & Wagner-Kramer.
- IV. **Public Comments:** Leon Binstock presented a short informational update on a possible real estate acquisition of property west of the library. Leon excused himself at 7:30 p.m.
- V. **Approval of Library Board minutes of April 11, 2023**—Motion by Mercer, Second by Francis, to approve the minutes: **Voting yes to approve:** Mercer, Francis Lausterer, Wagner-Kramer and Urlacher.
- VI. **Review of Bills & Budget/Revenue Sheets**—draft reviewed by library board.
- VII. **Director's Report**—Denise—
- VIII. **Old Business: Part II of Library Board CE training with Scott Childers.** Tonight's training focused on the Library Accreditation program which is required of public libraries every 5 years. Our library is due for renewal this year with the deadline for submission December 2023. Scott reviewed the process & explained the benefits of being an accredited library—using ILL service, applying for grants through the Nebraska Library Commission are examples. We will need to have a small committee to gather information for a community response plan. There are 7 steps to completing a plan that we will focus on in the coming weeks. The portal to begin the process starts on July 1.
- IX. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Note that the June meeting will be end-of-terms for Amber Francis & Gene Mercer.
- X. **Adjournment:** Motion by Mercer, Second by Lausterer; to adjourn at 8:318 p.m.: Voting yes: Mercer, Lausterer, Wagner-Kramer, Francis, and Urlacher.

**Next Regular Meeting:** June 13, 2023 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 13, 2023 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: **Amber Francis, Merry Fenton, Gene Mercer, Dave Privett, Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver.** Absent: Kal Lausterer

Guests: None

**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—** Lausterer absent.
- III. **Approval & adjustments to the agenda—** Introductions of new board members: Fenton & Privett. 2 items to add to New Business: appoint new members from the library board to serve on the Building & Grounds Committee & Library Foundation. Motion to approve agenda: Mercer, Second: Francis all voting to approve: Mercer, Francis, Fenton, Privett, Urlacher, Wagner-Kramer.
- IV. **Public Comments:** None for this meeting
- V. **Approval of Library Board minutes of May 9, 2023—**Motion to approve minutes by Francis, Second by Wagner-Kramer, voting to approve: Francis, Wagner-Kramer, Fenton, Mercer, Privett & Urlacher.
- VI. **Review of Bills & Budget/Revenue Sheets—**no budget sheet for this meeting as Melissa was on vacation.
- VII. **Director's Report—**Denise—highlighted activity for month, busy book sale, summer reading starting well.
- VIII. **Old Business:**
  - A. Update on west property—on hold at this time due to factors beyond our control.
  - B. Library Accreditation update: Portal to start process opens July 1, we will need to form committee for community needs.
- IX. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Welcome new trustees: Merry Fenton, Dave Privett
  - C. Thank you to retiring trustees: Amber Francis (2017-2023) & Gene Mercer (2019-2023).
  - D. Library Board members for Building & Grounds—Merry Fenton agreed to serve.
  - E. Library Board member for Library Foundation—Kal Lausterer.
- X. **Adjournment:** Motion by Mercer, Second by Francis; to adjourn at 7:34 p.m.: Voting yes: Mercer, Francis, Fenton, Privett, Wagner-Kramer, and Urlacher. Absent & not voting: Lausterer

**Next Regular Meeting:** July 11, 2023 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 11, 2023 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: Merry Fenton, Kal Lausterer, Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver. Absent: Dave Privett Guest: Gabe Kramer, Director Nebraska Talking Book & Braille Services at the Nebraska Library Commission

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**— Privett absent.
- III. **Approval & adjustments to the agenda**— Motion by Lausterer; Second by Fenton to approve the agenda: Voting Yes: Lausterer, Fenton, Wagner-Kramer & Urlacher. Absent & not voting: Privett
- IV. **Public Comments:** Gabe Kramer presented a project that would be a 30-day addition to the story walk at the lake. A story presented in Braille has been created & put on aluminum plaques that would be temporarily attached to our story walk frames. Since this is a 30-day display we should have no issues with it being added in the future. Gabe will coordinate with Carrie.
- V. **Approval of Library Board minutes of June 11, 2023**—Motion to approve minutes by Fenton, Second by Wagner-Kramer: Voting Yes: Fenton, Wagner-Kramer & Urlacher; Abstain: Lausterer, Absent & not voting: Privett.
- VI. **Review of Bills & Budget/Revenue Sheets**—May & June budget/revenue sheets shared.
- VII. **Director's Report**—Denise—highlighted activity for month, upcoming events.
- VIII. **Old Business:**
  - A. Update on west property—property sold to a new buyer, Denise has already been in contact & started a conversation about a future purchase for the library.
- IX. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Strategic Plan Committee needs 2 library board members: Kal & Merry will serve. Denise will send them information on what is required for accreditation process.
  - C. What's Next—project for interior—discussions only no concrete plans.
  - D. Denise's plan to reset quiet reading area—plan shared to rearrange library areas to create a new quiet space for newspaper/magazine area. Staff have discussed & all agree that creating/moving of space is needed. Due to time issues we won't do any final move until after Christmas.
- X. **Adjournment:** Motion by Lausterer, Second by Wagner-Kramer; to adjourn at 8:02 p.m.: Voting yes: Lausterer, Wagner-Kramer, Fenton, and Urlacher. Absent & not voting: Privett

**Next Regular Meeting:** August 8, 2023 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 August 8, 2023 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: Merry Fenton, Kal Lausterer, Dave Privett Teresa Urlacher, Jenny Wagner-Kramer and Library Director Denise Lawver. Absent: Guest: none

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:06 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests—** All present
- III. **Approval & adjustments to the agenda—** Motion by Lausterer; Second by Privett to approve the agenda: Voting Yes: Lausterer, Privett, Fenton, Wagner-Kramer & Urlacher.
- IV. **Public Comments:**
- V. **Approval of Library Board minutes of July 11, 2023—**Motion to approve minutes by Fenton, Second by Lausterer : Voting Yes: Fenton, Lausterer, Wagner-Kramer & Urlacher; Abstain: Privett
- VI. **Review of Bills & Budget/Revenue Sheets—**July budget/revenue sheets shared.
- VII. **Director’s Report—**Denise—highlighted activity for month, upcoming events. Budget meetings with City Finance Committee will be scheduled soon.
- VIII. **Old Business:**
  - A. **Strategic Plan—**Kal, Merry & Denise met prior to this meeting to begin process. We viewed the application & began to check off all of the requirements that we are currently meeting. Future agenda items will be added to board meetings for discussion and review.
  - B. **Recap of Public comments from July meeting:** Gabe & Carrie will meet to discuss the short term addition of the Braille story at the story walk site at Lake Wanahoo. Since the braille story is only on site for 30 days we should have no conflicts with current story.
- IX. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Employee Evaluation—Christine Rowell—Denise will submit her evaluation with the next payroll, Christine is an excellent employee & the library is very lucky to have her, especially her technology skills!
- X. **Adjournment:** Motion by Privett, Second by Lausterer, to adjourn at 7:35 p.m.: Voting yes: Privett, Lausterer, Wagner-Kramer, Fenton, and Urlacher.

**Next Regular Meeting:** September 12, 2023 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 12, 2023 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: Merry Fenton, Kal Lausterer, Dave Privett Teresa Urlacher, and Library Director Denise Lawver. Absent: Jenny Wagner-Kramer Guest: none

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—** Excused Jenny Wagner-Kramer, no guests.
- III. **Approval & adjustments to the agenda—** Motion by Lausterer; Second by Privett to approve the agenda: Voting Yes: Lausterer, Privett, Fenton, & Urlacher. Wagner-Kramer absent and not voting.
- IV. **Public Comments:** None for this meeting
- V. **Approval of Library Board minutes of August 8, 2023—**Motion to approve minutes by Fenton, Second by Lausterer: Voting Yes: Fenton, Lausterer, & Urlacher; Wagner-Kramer absent and not voting.
- VI. **Review of Bills & Budget/Revenue Sheets—**August budget/revenue sheets shared.
- VII. **Director’s Report—**Denise—highlighted activity for month, upcoming events.
- VIII. **Old Business:**
  - A. **Strategic Plan—**Kal, Merry & Denise will meet soon to firm up the plan. Policies that needed to be updated will be reviewed in the New Business section below.
  - B. **Report on FY 23-24 budget request:** Denise met with City Administrator, Mayor and members of the City Council Finance Committee on Aug. 21. Our budget request was submitted, I highlighted the need for additional staff hours due to meetings happening in library after staff is off-duty. Our high use of digital content was discussed & highlighted as we ask for an increase in our AV/Digital line. Melissa will present the new budget at the September 12 budget hearing.
- IX. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Review Mission/Vision Statement
  - C. Review prior Community Needs Response Plan—note that we achieved many of our key priorities.
  - D. Review policies & update small verbiage changes—Marketing Policy, Circulation Services and Emergency & Safety Policy, all of these were reviewed & minor changes were made. New copies will be sent to the Board for approval at October meeting.
  - E. Request by Denise to change the October Library Board meeting due to conflict on Oct. 10—The October meeting will be held on October 17 at 7:00 p.m.

- F. Request to close library on Friday, October 13 for staff training event—Motion by Fenton, Second by Privett to approve closing on this date for staff training; voting yes: Fenton, Privett, Lausterer and Urlacher. Absent & not voting Wagner-Kramer.
  - G. Hoopla Account Usage—due to the fast depletion of the fund bank we allow for this service, we decided to lower the check outs to 4 at this time. We may push back up if more funds become available.
- X. **Adjournment:** Motion by Lausterer, Second by, Urlacher to adjourn at 8:28 p.m.:  
Voting yes: Lausterer, Urlacher, Privett, Fenton, and Wagner-Kramer absent and not voting.

Next Regular Meeting: October 17, 2023 at 7:00 p.m. Note date change

Submitted, Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday October 17, 2023 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: Merry Fenton, Jenny Wagner-Kramer, Kal Lausterer, Dave Privett Teresa Urlacher, and Library Director Denise Lawver. Absent: Guest: none

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:05 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**— no guests.
- III. **Approval & adjustments to the agenda**— Motion by Privett; Second by Fenton to approve the agenda: Voting Yes: Privett, Fenton Lausterer, Jenny Wagner-Kramer, & Urlacher..
- IV. **Public Comments:** None for this meeting
- V. **Approval of Library Board minutes of September 12, 2023**—Motion to approve minutes by Fenton, Second by Lausterer: Voting Yes: Fenton, Lausterer, Privett Urlacher. Wagner-Kramer abstain due to absence of September meeting.
- VI. **Review of Bills & Budget/Revenue Sheets**—September budget/revenue sheets reviewed.
- VII. **Director's Report**—Denise—highlighted activity for month, upcoming events. Annual Christmas Sale begins soon, help would be appreciated for set-up.
- VIII. **Old Business:**
  - A. **Strategic Plan**—Plan was submitted and approved. We are Gold Status until December 31, 2028! Thank you to Kal & Merry for the assistance!
  - B. **Approval final version of the following library policies: Circulation Services, Finance, Emergency & Safety, Marketing. Motion by Lausterer, Second by Privett to approve the updated policies; voting yes: Lausterer, Privett, Fenton, Urlacher & Wagner-Kramer.**
- IX. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Employee Evaluation—Kim Kruce.
  - C. School Library Card discussion—no action taken at this time, status quo.
- X. **Adjournment:** Motion by Privett Second by, Wagner Kramer to adjourn at 8:09 p.m.: Voting yes: Privett, Wagner-Kramer, Lausterer, Urlacher, & Fenton.

**Next Regular Meeting: November 21 at 7:00 p.m. Note date change**

Submitted, Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday November 21, 2023 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: Merry Fenton, Jenny Wagner-Kramer, Kal Lausterer, Teresa Urlacher, and Library Director Denise Lawver. Absent: Dave Privett Guest: none

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:05 p.m. by President Teresa Urlacher.
- II. **Roll Call, Absences, & Recognition of guests**— Excused absence, Dave Privett; no guests.
- III. **Approval & adjustments to the agenda**— Motion by Fenton Second by Lausterer to approve the agenda: **Voting Yes:** Fenton Lausterer, Jenny Wagner-Kramer, & Urlacher. Absent & not voting: Privett
- IV. **Public Comments:** None for this meeting
- V. **Approval of Library Board minutes of October 17, 2023**—Motion to approve minutes by Fenton, Second by Lausterer: **Voting Yes:** Fenton, Lausterer, & Urlacher. Absent & not voting: Privett
- VI. **Review of Bills & Budget/Revenue Sheets**—October bills reviewed no budget/revenue report for this month.
- VII. **Director's Report**—Denise—highlighted activity for month, upcoming events.
- VIII. **Old Business:**
  - A. **Christmas Sale Update**—Denise reported that sales have been brisk.
- IX. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Building reorganization—short discussion on possible changes to make children's area flow more efficiently & keep noise levels from impacting rest of library especially during story times. Staff will continue to discuss possible changes.
- X. **Adjournment:** Motion by Wagner-Kramer Second by, Urlacher to adjourn at 7:36 p.m.: **Voting yes:** Wagner-Kramer, Urlacher, Lausterer, & Fenton. Absent & not voting: Privett

Next regular meeting December 12, 2023 at 7:00 p.m.  
Submitted, Denise Lawver Recording Secretary

The regular monthly meeting of the Wahoo Public Library Board of Trustees took place on Tuesday December 12, 2023 at 7:00 p.m. in Meeting Room B (Former Computer Lab)

Present: Merry Fenton, Kal Lausterer, Dave Privett, and Library Director Denise Lawver. Absent: Teresa Urlacher, Jenny Wagner-Kramer Guest: none

AGENDA:

- I. **Open Meetings Compliance Law:** addressed and noted, meeting called to order at 7:17 p.m. by Vice President Kal Lausterer.
- II. **Roll Call, Absences, & Recognition of guests—** Excused absence, Teresa Urlacher & Jenny Wagner-Kramer, no guests.
- III. **Approval & adjustments to the agenda—** Motion by Fenton Second by Privett to approve the agenda: **Voting Yes:** Fenton, Privett & Lausterer.  
Absent & not voting: Jenny Wagner-Kramer, & Urlacher
- IV. **Public Comments:** None for this meeting
- V. **Approval of Library Board minutes of November 21, 2023—since there was not a quorum of members eligible to vote, minutes of the November meeting will be placed on the January agenda for approval.**
- VI. **Review of Bills & Budget/Revenue Sheets—**2<sup>nd</sup> half of November & 1<sup>st</sup> half of December bills reviewed no budget/revenue report for this month.
- VII. **Director's Report—**Denise—highlighted activity for month of November.
- VIII. **Old Business:**
  - A. **Christmas Sale Update—**continues to do very well.
  - B. **Updates on Library Foundation purchase—**Denise gave updates.
- IX. **New Business:**
  - A. Items not on agenda may be added during action of item III.
  - B. Employee Evaluation—Carrie Trutna
- X. **Adjournment:** Motion by Fenton Second by, Privett to adjourn at 7:44 p.m.:  
**Voting yes:** Fenton, Privett & Lausterer, Absent & not voting: Wagner-Kramer, & Urlacher.

Next regular meeting January 9, 2024 at 7:00 p.m.  
Submitted, Denise Lawver Recording Secretary