

Fremont Public Library District
Regular Monthly Board Meeting
May 19, 2022

1. Call to Order
President Hoenig called to order the regularly scheduled monthly meeting of the Board of Library Trustees for the Fremont Public Library District at 6:00 p.m.
2. Roll call:
Trustees Present: Steve Hoenig, Jay Kasten, Laurie MacKay, Jodie Nalezny, Brenda Pathmann, and Sharon Smogor
Absent: Amber Reid-Schwenk
Also Present: Scott Davis, Library Director; Becky Ingram, Assistant Director
3. Approve Agenda –Pathmann made a motion to approve the agenda; seconded by Kasten. The motion passed by voice vote.
4. Public comment – none.
5. Correspondence:
 - 5.1 Davis received confirmation that the library’s annual registration with the Federal SAM (System for Award Management) database has been approved.
6. Secretary’s Report
 - 6.1 Pathmann made a motion to approve minutes of regular monthly meeting of April 21, 2022; seconded by Nalezny. The motion passed by voice vote.
7. Treasurer’s Report
 - 7.1 Treasurer MacKay presented the monthly Finance Report for April 2022. The new financial synopsis page was positively commented on. Davis said it was put together by Accounting Coordinator Stacy Mora with assistance from accounting firm Lauterbach & Amen.
 - 7.2 MacKay made a motion to approve lists of Checks, payment of bills and salaries, and transfers for May 2022; seconded by Kasten. The roll was called:
Yes: Kasten, MacKay, Nalezny, Pathmann, Smogor and Hoenig
Absent: Reid-Schwenk
The motion passed.
 - 7.3 Drafts of Working Budget and Estimate of Revenues were presented. Davis went over the expected revenues and expenses for the coming year and the methodology he uses to come up with the budget request and the recommendation to the Board for a year-end transfer from the Library Fund to the Special Reserve Fund for use in the upcoming carpet replacement and interior renovation. Davis also briefly went over the next steps in the budgeting process, were the working budget and estimate of revenues are incorporated into the Budget and Appropriation ordinance. There was some discussion.
8. Committee Reports
 - 8.1 Finance Committee – no report
 - 8.2 Personnel Committee – meeting scheduled for 5-31-22 to conduct Library Director’s performance review
 - 8.3 Physical Facilities Committee – question asked if the graffiti that was recently found and the damaged bathroom stall doors are a common or increasing occurrence. Davis reported that these issues are out of the ordinary and will be monitored, but are not a big concern at this point.
 - 8.4 Policy and Planning Committee – next batch of policies up for revision will be placed on the committee’s shared drive folder as drafts are created. The next meeting will take place prior to the July regular monthly Board meeting.
9. President’s Report
 - 9.1 Adopt-A-Highway cleanup date was set for June 4.
 - 9.2 Friends and Foundation update – Davis attended their Board meeting to make sure everyone is clear about the library’s upcoming renovation project and the need for them to clear out the floor space on the west half of the Shell Space.
10. Director’s Report
 - 10.1 Davis was happy to report that the air conditioner was finally back in operation just a day before the unseasonably cool temperatures were to end and a heat wave was forecast to arrive.

- 10.2 The sidewalk ice melt issues are still being looked into by the manufacturer.
 - 10.3 The fire alarm system had mystery trouble signal going off. The alarm monitoring company was contacted.
 - 10.4 The spate of high electric bills appears to have stabilized, making the ice melt system seem like an even more likely culprit for high electric usage in the winter and early spring.
11. Other Business
- 11.1 A motion was made by Nalezny and seconded by Smogor to approve revised Vacation and Bereavement policy. Davis stated the minor changes are needed to keep this policy in line with recent changes made to the pay grades. The roll was called:
 - Yes: Kasten, MacKay, Nalezny, Pathmann, Smogor and Hoenig
 - Absent: Reid-SchwenkThe motion passed.
 - 11.2 Scheduled closings for FY22-23 were discussed. Davis asked the Board for their thoughts on closing the library on consecutive weekends for Christmas Eve and Christmas day then the next week for New Year's Eve and New Year's Day. The Board gave direction to stay with the traditional holiday closing schedule and close on both weekends rather than open for a partial day on New Year's Eve.
12. Adjournment
- 12.1 Hoenig made a motion to adjourn the meeting; seconded by Pathmann. The motion passed and the meeting adjourned at 7:29 p.m.

Approved 06/16/22
/s/Brenda Pathmann, Secretary