

**Ord Township Library**  
**Board Minutes**  
**November 20<sup>th</sup>, 2023**

**Call to Order:** Vice-President Jill Lane called the meeting to order at 5:29 p.m. Present were trustees: Emily Reilly, Steve Klimek, Deb Hansen and Kristi Hagstrom, Library Director. Lu Lansman was absent.

**Approval of Agenda:** Moved by Deb to accept the agenda. Seconded by Emily. All ayes, motion carried.

**Approval of Minutes:** Approval of October 16<sup>th</sup> meeting minutes as presented. Moved by Steve, seconded by Deb. All ayes, motion carried.

**Financial Reports:** Combined balance of the General Fund and Petty Cash for October month end stands at \$14,680.77. Acceptance of the financial report was moved by Deb and seconded by Emily. All aye votes. Motion carried.

**Comments from the Public** – None

**Old Business**

**Proposed Changes to the Policy Manual** - Kristi presented all proposed changes to the Library Policy Manual from the previous meeting. Steve moved to accept the changes. Emily seconded the motion. All ayes. Motion carried.

**Application for Internet Fiber to the Building** – Kristi turned in the RFP's to the Nebraska Library Commission and completed the E-rate form 470 for special construction. Now we wait for responses.

**Library's WinterFest Open House** – The Library will host a simple open house on WinterFest Day – Saturday, November 26<sup>th</sup>. We will have popcorn with all the extras and a simple ornaments to decorate or holiday sticker sheets for the kids.

**Santa at the Fairgrounds** – The VCHS Child Development Committee will be hosting reindeer at the Valley County arena at the fairgrounds in an open house format. This event replaces the North Pole Express this year and will be held on Saturday, December 9<sup>th</sup>. The Library will provide letters to Santa and left over sticker sheets from our open house.

**New Business**

**Technology Plan Review** – Emily moved and Steve seconded the motion to table the technology plan review until the next meeting. All ayes. Motion carried.

**Newsletter Releases Before Christmas** – The newsletter is in its final stages of review. The Foundation is including their annual giving letter in the newsletter so it will get into the newspaper during the week of December 13<sup>th</sup> for the holiday giving season.

**November Adult and Children's Events** – Kristi reviewed all events with the board. These events include movie matinees; crocheting around the fireplace; Makerspace for the Holidays; Legal Aid; WinterFest fun. Boys STEM class, Buttons and Bingo and a holiday version of Treats with Tresia.

**Make Christmas Happen** – Due to the current volunteers retiring from the program and there being no one to take their place, Kristi talked it over with staff and they feel they can collectively run the program next year. The Library has already assumed responsibility for the gift giving portion for many years. Everything can be handled at the library and staff will streamline the process. Kristi will talk to Heather Sikyta regarding the legality of the library assuming this role. Emily moved and Deb seconded the motion for the library to start the

process of taking complete responsibility for Make Christmas Happen after getting clearance from legal. All ayes. Motion carried.

**Programs for Adults and After School Activities at the Library in December** – Kristi reviewed all opportunities, including a bead garland class and centerpiece class for adults and the plans for the Twelve Days before Vacation for the children.

**Laura Novotny Overby Book Signing** – Ord native, Laura Overby will be at the Library on December 9<sup>th</sup> for a book reading and signing. All are encouraged to attend.

**Director's Report** – The monthly report was given and will be placed on file with the minutes of the meeting.

**Statistical Report** – The monthly statistical report was presented.

**Approval of Bills** – Emily moved and Steve seconded the motion to approve bills for November. All ayes. Motion carried.

**Next Meeting:** Steve moved and Emily seconded the motion to forgo the December trustee meeting and all bills are pre-approved for check signing with review by the library trustee president and secretary. All ayes. Motion carried. The next meeting will be on January 16<sup>th</sup> at 5:30.

**Adjournment:** Meeting adjourned at 6:08 pm

Emily Reilly, Secretary