

Library Board Meeting Minutes

TUESDAY, APRIL 16, 2024, 6:00 p.m.
EISELEY BRANCH LIBRARY
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT

Present: Dan Sloan, Joe Shaw, Jackie Ostrowicki, Rhonda Seacrest, Lisa Hale, Morgan Gerteisen, Patty Beutler, Nichole Bogen. A quorum was present.

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Sloan called the meeting to order at 6:00 p.m. and announced the Open Meetings Law was posted and available for review.

APPROVAL OF AGENDA

Sloan noted that the Agenda/Meeting Notice was posted according to the Open Meetings Act of the State of Nebraska. Sloan asked for a motion to approve the Agenda as posted. Beutler so moved. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Sloan, Shaw, Seacrest, Hale, Gerteisen, Beutler—AYE. Not present—Ostrowicki. Motion carried 6-0.

PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

APPROVAL OF MARCH 19, 2024 MEETING MINUTES

Sloan noted that the March 19th meeting minutes had been distributed and asked for a motion to approve. Shaw so moved. Beutler seconded. Ostrowicki arrived at this time. There was no discussion. **ROLL CALL VOTE:** Shaw, Seacrest, Gerteisen, Beutler, Sloan, Ostrowicki—AYE. Hale—Abstained. Motion carried 6-0 with one abstention.

STANDING COMMITTEE REPORTS

Committee on Administration

The committee met. Director Wieber shared they'd discussed the board appointment process, staff changes, the Strategic Plan and copies of the policies to be reviewed were shared after the meeting. Sloan asked for a review of the new board appointment process, Dale provided a review of the process: In April, the City Council and Mayor's office are contacted regarding the regular process, and to receive any applications sent to the Mayor. Requests for applications are posted through May when all applications are sent to the Committee on Administration to be read and evaluated. Applications are also shared with the other board members at this time. Prior to the June 18th meeting, the Committee on Admin meets to discuss and make their top three choices. After the June 18th meeting, the top three

applicants are interviewed, and a report of the committee's recommendations is sent to the rest of the Board. Board members may ask to speak with any or all of the candidates during this time if needed. By July 10th, the Committee on Administration meets to debrief and make their first choice. The Agenda and Board Packet for the July 16th meeting include: The committee's top choice, the top three applications and a list of all the applicants' names. At the July 16 meeting, the board votes on which applicant to recommend to the City Council. Following this meeting, the Director arranges to bring the new member to a pre-Council meeting for an introduction, then there is a first and second reading by the City Council prior to the final appointment. Sloan encouraged the Board to actively recruit for new members and to plan to participate and share information throughout the process. Ostrowicki asked for a follow-up email including the application for sharing.

Committee on Finance

Approval of Monthly Recap of Expenditures for February 2024

Treasurer Ostrowicki shared that the Total Operational Expenditures for March were \$895,098.76. The Total Expenditures of Other Funds were \$10,172.95 for Total Expenditures for the month of \$905,271.71. Ostrowicki motioned approval and asked for a second. Hale seconded. **ROLL CALL VOTE:** Ostrowicki, Seacrest, Hale, Gerteisen, Beutler, Sloan, Shaw—AYE. Motion carried 7-0.

Director Wieber noted that the Finance Committee had met and reviewed the budget, the City of Lincoln's Capital Improvement Program (CIP) requests, and welcomed new Library Accountant, Ali Larson to her first meeting with the committee. Discussion included ideas for how the regular reports she creates could be made more informative and useful to the Board. Beutler asked if the funds for the new carpeting at Bennett Martin came from the CIP. Wieber replied that it had been re-appropriated during the mid-year review of the current budget year. The price was between \$70-\$75,000.

SPECIAL COMMITTEE REPORTS

Foundation Executive Director Report

Gail McNair shared copies of the *Bookmark* – the Foundation Newsletter, with members. She encouraged them to share the Library's good news. She reminded members that the Wine and Dine event was upcoming in the next week, at which outgoing One Book One Lincoln Chair, David Smith, is to be honored with the Foundations, *Library Star Award* which is given in recognition of volunteers who have gone above and beyond to support the libraries. Many interesting items have been donated to the auction.

Coffee on the Patio will be held this year at the Mill Telegraph on May 27th to announce the top three One Book One Lincoln titles. She shared thanks to the Mill and their staff for their excellence providing this annual program.

The Lincoln Community Foundation's (LCF) *Give to Lincoln Day* is Thursday, May 30th and donations will be accepted throughout the month of May. Donations to the Foundation for Lincoln City Libraries will be designated for children's books and services unless otherwise specifically designated by the donor. Donations are matched by LCF. Donations can be made online or via check, see details at givetolincoln.com.

Gail noted the *Book Nook Blast* book sale held on March 23rd at Anderson received an excellent response from the Anderson neighbors who happily waited in line for a turn at the books. The next sales will be held on June 1st at Walt, August 24th at Eiseley, and October 26th at Gere. The smaller sales will be reviewed at the end of the year to determine their profitability.

McNair shared this year's Foundation Membership campaign brought in slightly less money than last year, but several new donors which she found positive. She thanked all members, volunteers and staff for the work they do.

One Book One Lincoln (OBOL) Report

Librarian Jen Jackson reported that they have been busy with work and changes since David Smith's retirement as OBOL Committee Chair. She commended new Chair, Alyssa Diehl, for her wonderful organizational skills and calm and collected leadership. Jen noted that all four of the newest committee members, Katie Becker, Sarah Baltensperger, Sarah Friend and Dana Krannawitter all volunteered to record video presentations of the top ten choices – an online feature that was begun last year and proved popular. This year, the committee received 71 vetted titles for consideration. A couple of unexpected personnel changes have occurred, one member withdrew due to health issues and Librarian Caitlin Lombardo accepted a position in Altoona, IA. She shared that the committee was scheduled to meet the following night to determine the top three titles to be announced at the Memorial Day event at the Mill. She shared her hopes for an in-person author visit this year.

Beutler commended Jackson for being on top of the work needed to share items between committee members so everyone has enough time to read all assigned titles. She also commended Chair Diehl's process utilizing online pre-voting by members which then expedites the work done at the in-person meetings. Beutler also commented on the passion shown by the committee members this year, and discussions have been excellent as well as very friendly.

Report by Communications Intern – Anna Youell

Director Wieber introduced Foundry Intern, Anna Youell, a UNL Honors student working on a marketing project to record patron impact stories digitally using various media. Youell shared that she's a Junior in Advertising and Public Relations, grew up in Omaha and has always loved libraries. She shared that her idea was to seek out patrons and share their stories about how they'd been impacted by libraries, and then synthesize those stories into things people can easily digest. For her project, she is putting together a series of Facebook posts, posters, and YouTube videos to increase public awareness to share LCL's story with the community. All the material can be used in various ways going forward. Youell shared slides and videos with the board. Stories will continue to be posted for the next several weeks and can be used into the future. She invited board members to drop by her open house on Wednesday May 8th from 4-6pm at Bennett Martin to see the work.

Shaw asked about getting the videos onto YouTube, Youell responded that she'd worked with City Communications to get those posted and a private donor's funds covered costs. Ostrowicki asked about the research used, and Youell cited the work done for LCL by Parlay Consulting last year. Sloan commended the idea that the work has future use potential.

NEW BUSINESS

Approval of a Contract Renewal with BMI for Janitorial Services*

Wieber indicated that this is the first annual renewal on this contract and that BMI's work continues to be good. The cost is not to exceed \$129,500. Seacrest moved approval. Ostrowicki seconded. There was no discussion. **ROLL CALL VOTE:** Seacrest, Hale, Gerteisen, Beutler, Sloan, Shaw, Ostrowicki—AYE. Motion carried 7-0.

Approval of a Contract with Custom Edges for Lawn Care Services*

Wieber shared this is a new contract with a new company with whom communication has been positive. This is a standard contract for one year with three one-year renewals allowed. Seacrest asked the cost, Wieber reported: \$50,520. Hale asked what the difference in cost was, Wieber didn't have the number and would send it out. Sloan indicated that this was the lowest responsive bid. Wieber confirmed the cost will remain the same for each renewal. Shaw motioned approval. Gerteisen seconded. There was no further discussion. **ROLL CALL VOTE:** Hale, Gerteisen, Beutler, Sloan, Shaw, Ostrowicki, Seacrest—AYE. Motion carried 7-0.

Approval of a Contract with Farber Specialty Services for Purchase of Two (2) Library Vehicles*

Wieber explained that this contract is for two gas-powered 24-ft sprinter van-sized bookmobiles. The library had to pull away from the original plan to make one of the two an EV because the payload capacity would have been insufficient and it lacked some specific amenities needed for providing bookmobile service. The timeframe will be 16-24 months before the vehicles arrive, and the library is excited about increased reliability and usefulness. He shared that the smaller, more nimble size will allow access to more locations and events, and that it will not require operators to have CDLs. The cost is slightly over \$557,000 which is over the CIP budgeted amount. Hale asked, there's not much negotiating possible with a specialty vehicle like this? Wieber responded that this was also a bid process.

Wieber noted that a lot of work has gone into it by the team of Former Assistant Director Glass, Eiseley Library Manager Olivigni and Bookmobile Manager Hueske. Hale asked if the new smaller vehicles will be able to carry a sufficient quantity of books to satisfy customers. Olivigni explained that the current schedule allows for visits every other week to the county, with the off weeks in-town. Two vehicles will allow for more frequent visits as well as an increased ability to visit smaller events and venues like parks and farmers markets. She also explained that Bookmobile staff are very aware of their customers and can tailor the books specifically to each stop. Ostrowicki asked how much smaller these are than the existing bookmobile? Wieber and Olivigni replied, based on existing garage space, they're slightly more than half the size of the old bookmobile. Ostrowicki asked how the new vehicles will be painted or generally look, and if that was included in the cost? Olivigni answered that Farber will install a specially designed wrap on the vehicles. Sloan asked if accessories will cost extra? Olivigni and Wieber indicated the cost includes all accessories, including a rear lift door for access.

Hale moved approval. Ostrowicki seconded. There was no further discussion. **ROLL CALL VOTE:** Gerteisen, Beutler, Sloan, Shaw, Ostrowicki, Seacrest, Hale —AYE. Motion carried 7-0.

Adoption of Policy Revisions to: Authorization to Purge Late Fines and Fees from Library Circulation Records Policy*

Sloan indicated that the Committee on Administration had reviewed the changes and they were all minor. Wieber indicated that regular policy reviews are required, and sometime no changes are indicated, and there are only minor changes today.

Regarding the *Authorization to Purge Late Fines and Fees from Library Circulation Records Policy*: “Late fines” is stricken from the title and first paragraph. “ConnectED” is changed to “Library OneCard” and the last paragraph is modified to allow for school districts beyond just LPS. Hale moved approval. Beutler seconded. There was no discussion. **ROLL CALL VOTE**: Sloan, Shaw, Ostrowicki, Seacrest, Hale, Gerteisen, Beutler—AYE. Motion carried 7-0.

Adoption of Policy Revisions to: Circulation of Library Materials Policy*

Wieber noted that each of these policies have gone through review by the Library Management Team as well as Law. In paragraph 2 of the *Circulation of Library Materials Policy*, “A library customer's record is blocked from checkout if total charges exceed \$10.00.” is replaced with, “A library customer’s record is blocked from checkout if total charges are \$10.00 or more” for clarity. In paragraph 3, “ConnectED accounts may not exceed five (5) items checked out at any one time” is replaced with, “Library OneCard accounts, and student accounts associated with any other school district partnerships may not exceed five (5) items checked out at any one time.” There was no discussion. Seacrest moved approval. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE**: Beutler, Sloan, Shaw, Ostrowicki, Seacrest, Hale, Gerteisen,—AYE. Motion carried 7-0.

Adoption of Policy Revisions to: Awards, Gifts, and Prizes for Library Customers as Part of Library Programming Policy*

The policy has been reviewed and no changes are recommended. Ostrowicki asked what prizes were referred to, and examples of Summer Reading prizes and gift cards at family nights were offered. There was no further discussion. Beutler moved approval. Gerteisen seconded. **ROLL CALL VOTE**: Shaw, Ostrowicki, Seacrest, Hale, Gerteisen, Beutler, Sloan —AYE. Motion carried 7-0.

Presentation and Approval of the Library’s Strategic Plan*

Wieber shared that while this is the final board action for this plan, there is still administrative and staff-level work to be done. This document lists the Priorities, Goals and Objectives, and staff will need to determine the actions needed to meet those objectives. Staff at all levels will have opportunities to contribute. Wieber gave a presentation covering the four priorities: Maximizing Access, Strengthening Our Potential, Communicating our Offerings and Growing our Funding.

Discussion followed regarding certain word choices, the importance of staff wellness, how to take action on staffing recommendations within the structure of the City, communications strategies, advocacy, grant writing, and how to put the plans in motion. Wieber reviewed next steps with staff to create specific action items and measurables. Some things are already in motion, including a biweekly staff Bulletin to improve internal communications, awareness and transparency. A yearly fourth quarter review is planned. Seacrest moved approval. Shaw seconded. There was no further discussion. **ROLL CALL VOTE**: Ostrowicki, Seacrest, Hale, Gerteisen, Beutler, Sloan, Shaw —AYE. Motion carried 7-0.

PRESIDENT'S REPORT

President Sloan asked for the Board's help in recruiting a new member. He also encouraged everyone to attend the Volunteer Recognition Event on Sunday at 2:30 p.m.

ASSISTANT LIBRARY DIRECTOR'S REPORT

No report.

LIBRARY DIRECTOR'S REPORT

Director Wieber called on Eiseley Branch Manager, Lisa Olivigni. Olivigni shared the schedule of summer events for Williams Branch Library's inaugural Summer Reading Challenge in its new location.

Eiseley/Williams staff is going all out to encourage as many folks as possible to visit the new facility. They are working with Rec Center staff to provide space for the larger events; Magician Jeff Quinn, Edgerton Explorit Center, Wildlife Encounters and the Salt Dogs as well as the outdoor Heavy Equipment Encounter. Thursday storytimes are scheduled and a new, "Crafty Tuesday" program for all ages has program planners very excited. There's a packed agenda, and staff hope to continue to be able to introduce the new facility to the community.

Wieber reminded all to check out the new library website that is now live. He noted that Traci Glass's last day had been Friday and Walt Manager, Jodene Glaesemann has taken on the Interim Assistant Director position for the next several months. He reported he'd spoken at the Lincoln Independent Business Association (LIBA) luncheon earlier in the day and his presentation was well received and he fielded about 30 minutes of good questions afterwards.

PUBLIC COMMENT

There was no public comment.

There being no further business, the meeting was adjourned at 7:19 p.m.