

**LIBRARY BOARD MEETING MINUTES
TUESDAY, FEBRUARY 21, 2017; 8:00 AM
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA**

BOARD MEMBERS PRESENT: Lowell Berg, Martha Florence, Donna Marvin, Herb Schimek, Carol Speicher, Marcy Baker, County Liaison. Absent: Herb Friedman, Kathy McKillip. A quorum was present.

OTHERS PRESENT; Pat Leach, Library Director; Julee Hector, Assistant Library Director; Barbara Hansen, Administrative Aide; Carolyn Dow, Polley Music Librarian; Julie Beno, Bennett Martin Public Library Public Service Manager; Paul Jones, Accountant; Peter Jorgensen, Virtual Services Manager; Jodene Glaesemann, Walt Branch Manager; Gail McNair, Foundation for Lincoln City Libraries; Brenda Ealey, Gere Branch Manager; Dick Waters, Brad Waters of Godfrey's Associates; James Walbridge and David Lempke of HDR. Foundation Board members and community members also attended.

Called to order by Vice President Lowell Berg at 8:00 a.m. It was announced the Open Meetings Law was posted and available for inspection.

APPROVAL OF AGENDA: The agenda was posted according to the Open Meetings Law of the State of Nebraska. Schimek moved to approve the agenda as posted. Second by Speicher. Roll Call Vote: Berg, Florence, Marvin, Schimek, Speicher - aye; Friedman, McKillip - absent. Motion carried 5-0.

CENTRAL LIBRARY BUILDING PROGRAM PRESENTATION: Godfrey's Associates presented information about the process they will be using to develop the library building program that they have been contracted to develop. They noted that great cities have great libraries. Libraries create social capital where people from all backgrounds can come together to strengthen the city. Libraries are the great equalizer, spanning the digital divide. Central libraries are vital to their communities, a source of civic pride, a noble community hub.

The process has a community input phase which includes focus groups, town hall forums, stakeholder interviews, stakeholder visioning, as well as library staff and city staff workshops. Information gathered will be used and applied to space standards that are used across the country. The building program will include a specific number of square feet needed and an updated cost for both construction and annual operation. After the data is gathered and the draft program formed, the process will be repeated with a report back to the community and review by Library Board and Library staff. This is an open loop process. The building program will be complete by June 1, 2017.

STANDING COMMITTEE REPORTS:

Committee on Admin: No report

Committee on Buildings and Grounds:

Anderson and Gere Carpet Replacement: The committee recommended awarding the contract for replacing carpet at Anderson and Gere Branch Libraries to Midwest Floor Covering, Inc. at a cost of \$136,684.10 plus \$0.10 per square foot where prep/patch/seal is required. Both projects are included in the library's Capital Improvements Program with funding from general revenue

funds. The carpet will be modular so that if the branches are rearranged or Anderson Branch is expanded as suggested in the Facilities Plan, the carpet will still be usable. Moved by Schimek, second by Florence, to approve awarding the contract to Midwest Floor Covering, Inc. Roll Call Vote: Florence, Marvin, Schimek, Speicher, Berg - aye; Friedman, McKillip - absent. Motion carried 5-0.

Replacement of Gere Meeting Room Moveable Wall - The committee recommended approving a contract with Dickey-Hinds-Muir to replace the moveable wall in the Gere Branch meeting room at the cost of \$42,770.00. The current wall is no longer operational and is not safe to operate. The replacement of the wall will be coordinated with the carpet replacement schedule. Moved by Schimek, second by Florence, to authorize contracting with Dickey-Hinds-Muir for the replacement of the meeting room wall. Roll Call Vote: Marvin, Schimek, Speicher, Berg, Florence - aye; Friedman, McKillip - absent.

Committee on Finance:

Monthly Recap of Expenditures: Speicher reported on the recap of expenditures for January 2017 listing claims in the amount of \$739,166.02 from all funds. Speicher moved approval of the report and payment of all claims. Second by Schimek. Roll Call Vote: Marvin, Schimek, Speicher, Berg, Florence - aye; Friedman, McKillip - absent.

SPECIAL COMMITTEE REPORTS:

Bylaws Committee: Speicher, Chair of the Bylaws Committee, asked for a discussion on a potential bylaws change regarding attendance by Board members at monthly business meetings. Right now attendance is not addressed and it is an issue that is raised at times from around the state. This needs to be addressed for future reference.

Speicher recommends that any Board member missing three consecutive meetings or any four meetings in a 12 month period would constitute an automatic resignation. The City Council would then be contacted to begin the process to fill the vacancy. The Library Board is an Administrative Board with important work to do and its members must be active.

Discussion was held about excused or unexcused absences. Speicher noted that she is open to either but would prefer not to have to decide if an absence is excused or not. Schimek explained he would like to have excused absences considered, for example for hospitalizations. Speicher stated it is a policy discussion the Board needs to have. For example, do you want to say a broken leg is excused and that's ok, or it was your great aunt that died and you went to the funeral so that doesn't count? Florence noted that she agrees with Speicher's recommendation - three consecutive absences or a total of four within a 12 month period would constitute a resignation.

City Attorney Kirkpatrick noted that many boards indicate members can be removed for maleficence or nonfeasance. The Parks boards have this clause in their bylaws.

The committee recommended that the bylaws be revised to include a section outlining attendance of monthly business meetings. Board members missing three consecutive meetings, or four in any 12 month period, would automatically be considered as having resigned. The change will come before the Board for a vote at the March 21, 2017, Library Board meeting.

Another question that was brought to the committee was about term limits for officers. Marvin suggested that having served on the Nomination Committee these kinds of constraints can really create an obstacle. If the person wants to serve and the committee supports it, why not?

Marvin suggested not reviewing the bylaws in their entirety at this time.

Central Library Building Committee: No report.

Foundation for Lincoln City Libraries: McNair reported work continues on the upcoming Wine and E event. The 2016 book sale grossed \$98,764.34.

Lincoln Cares - Lincoln Cares recently met at Eiseley Branch Library and was able to see how its funding assisted with the purchase of new meeting room chairs and developmental toys for the library. New projects this year include replacement and upgrading of equipment in meeting rooms. The library's portion of Lincoln Cares donations has been approximately \$6,000 per year, matched often by the Foundation for Lincoln City Libraries.

One Book - One Lincoln: Marvin reported the selection committee has begun meeting. By the end of March there will be three titles ready for a community vote.

DIRECTOR'S REPORT: Leach reported that she has been making a lot of community contacts related to the building program process. Focus groups are by invitation and include educators, families, business people, nonprofit representatives, and teens. For individuals not able to attend one of the two town hall sessions, conversations with the Library Director are scheduled the following week at the four quadrant libraries and Bennett Martin Public Library.

Leach reported that she has been engaged in conversations with the Lincoln Community Foundation investigating better community services for veterans.

The City of Lincoln continues LinkStat meetings which involves using data in various ways, making data open to use in a format that is useable by consumers. Julee Hector, Assistant Library Director, has been very involved in these meetings.

In response to a news release regarding the town hall meetings, Leach has been contacted by media representatives Nancy Hicks, Charlie Brogan, Coby Mach, and Paul Durban.

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:21 a.m.