

**LIBRARY BOARD MEETING MINUTES
TUESDAY, JULY 19, 2016; 8:00 AM
BENNETT MARTIN PUBLIC LIBRARY
136 S 14TH STREET, LINCOLN, NEBRASKA**

LIBRARY BOARD PRESENT: Herb Schimek, Martha Florence, Donna Marvin, Kathy McKillip, Lowell Berg, Carol Speicher, Herb Friedman, County Liaison Marcy Baker. Absent: None

OTHERS PRESENT: Pat Leach, Library Director; Julee Hector, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Julie Beno, BMPL Public Service Coordinator; Peter Jorgensen, Virtual Services Manager; Brenda Ealey, Gere Branch Manager; Tammy Teasley, Support Services Coordinator; Dave Landis, Urban Development; Jeff Kirkpatrick, City Attorney; Denise Pearce, Mayor's Office; Wayne Mixdorf, City Parking Manager; Gail McNair, Ed Tricker, Ryan Sothan, Foundation for Lincoln City Libraries.

The meeting was called to order by President Friedman at 8:00 a.m. It was announced the Open Meetings Law of the State of Nebraska was posted and available for inspection.

APPROVAL OF AGENDA: The Agenda/Meeting Notice was posted according to the Open Meetings Law of the State of Nebraska. Speicher moved to approve the agenda as posted. Second by Florence. Roll Call Vote: Berg, Florence, Friedman, McKillip, Marvin, Schimek, Speicher - aye. Motion carried 7-0.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF JUNE 28, 2016, LIBRARY BOARD MINUTES: Schimek moved approval of the minutes of the June 28, 2016, Library Board meeting as distributed. Second by Berg. Roll Call Vote: Florence, Friedman, McKillip, Marvin, Schimek, Speicher, Berg - aye. Motion carried 7-0.

STANDING COMMITTEE REPORTS:

Committee On Administration: Friedman reported the committee met to discuss fines and security cameras. The committee asked library staff to gather additional information. The committee will make recommendations after reviewing the information.

Buildings And Grounds Committee: No report.

Finance Committee:

Recap of Expenditures - Florence reported on the recap of expenditures for June 2016 listing claims in the amount of \$857,539.63. Florence moved approval of the report and payment of all claims. Second by McKillip. Roll Call Vote: Friedman, McKillip, Marvin, Schimek, Speicher, Berg, Florence - aye. Motion carried 7-0.

Line Item Adjustment/End of Year Budget Plan - The FY 2015-16 Projected Expenditures report was reviewed. The estimated carryover amount of \$123,000 is in line with previous years, except for last year when no funds were carried over due to unexpected boiler replacements. It is customary to address building maintenance issues with carryover funds. Marvin moved to approve the FY 2015-2016 Projected Expenditures report. Second by Florence. Roll Call Vote: Marvin, McKillip, Schimek, Speicher, Berg, Florence, Friedman - aye. Motion carried 7-0.

Nominating Committee: Marvin reported on the slate of officers for FY 2016-17 recommending Herb Friedman as President; Lowell Berg as Vice President, and Carol Speicher as Treasurer. Marvin moved approval of the slate. Second by Florence. Roll Call Vote: Marvin, Schimek, Speicher, Berg, Florence, Friedman - aye; McKillip - abstain. Motion carried 6-0.

SPECIAL COMMITTEE REPORTS:

Central Library Committee -

Authorization to Move Forward with Building Program Proposal Process - Leach reported that the Central Library Committee met on July 14 to review the Building Program Proposal RFP process. The Request for Proposals was drafted by library staff with assistance from the City Purchasing Department. The RFP was issued June 3, 2016, with responses due July 1, 2016. Six firms responded with proposals. A nine member committee (made up of Herb Friedman, Herb Schimek, Kathy McKillip, Gail McNair, Ed Tricker, Ryan Sothan, Pat Leach, Julee Hector, Julie Beno) is currently reviewing and scoring the responses.

Leach reported that the purpose of a building program is to develop a description of what is needed in a building, including services, spaces for activities, equipment and furnishings, and then translate that into specific spaces. A building program is used for different purposes. Once the bond issue passes and an architectural firm has been hired, the building program is the document we hand over to architects to design the actual building. The building program we are requesting is not site specific. The preparation of a building program includes public input. Opportunities will be made for the public to contribute its ideas and needs. As we move forward on a ballot issue, the building program can be used as an information piece and can also be used with the capital campaign.

Another aspect of a building program is the timing of the document. It is a balancing act. We do not want to prepare the program too early and have to go back and update it. But we do not want to do it so late that we hold up a project. When visiting with developers, one of their questions is how far along we are in programming the building.

The action that the Central Library Committee is bringing today is to continue moving forward with the project. Marvin asked about the cost. Leach identified approximately \$50,000 in nontax dollars (donations from the Foundation and private donors) to fund the development of the building program. Friedman asked if the building program was brought to the attention of the Committee on Buildings and Grounds. Berg stated that it was.

Schimek moved to authorize the committee to move forward with the Building Program. Second by Friedman. Roll Call Vote: Schimek, Speicher, Florence, Friedman, Marvin - aye; Berg, McKillip - abstain. Motion carried 5-0.

Central Library Initiative: No report.

Central Library Marketing: Friedman asked if the committee could be revived. Florence explained that it can but the committee needs direction. Friedman requested the committee write letters to the editor. Florence explained that with that charge, the committee membership would have to change. Friedman asked Martha to appoint members to the committee that would be willing to write positive letters of 200 words or less to the Journal Star.

Foundation for Lincoln City Libraries - Gail McNair reported on proceeds received this year, including: Wine & E - \$18,000; Give to Lincoln Day - \$19,200 (Children's discovery - \$9,000, Heritage Room - \$200, Central Library - \$10,000); Central Library - \$200,000 + estate gift + \$20,000 = \$220,000 in reserve; Book Nooks - \$11,000; Book Sale Pre-sale tickets - 26 tickets, 18 buyers, 4 states; Coffee on the Dock - \$1,000; Polley Music Endowment - \$31,137.80 (over \$150,000 Endowment in support of the Polley Music Library); Memorials & Honorariums - \$13,385; B & R Giving Program - \$744.80; Community Services Fund - \$9,000.

Lincoln Cares: No report

One Book - One Lincoln: Marvin thanked library staff for putting together programs and special events in support of the One Book - One Lincoln title, Being Mortal.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Leach noted that she did not include in her earlier remarks, that the Library Board would be taking action on awarding the contract for development of the Building Program.

State Aid Report: Leach reported that Lincoln City Libraries is receiving \$54,193 in State Aid in 2016. Leach plans to allocate \$20,000 for staff conference attendance, \$29,193 for media purchases, and \$5,000 for technology expenditures.

Foundation Funds: Unrestricted funds received from the Foundation for Lincoln City Libraries in 2016 was just over \$60,000. Leach has allocated \$25,000 for central library project expenses, \$14,500 for programming, \$7,000 for Urban Libraries Council membership, \$7,000 for programs and outreach, \$5,000 for giveaways, and \$1,200 radio advertising of the summer reading program.

The City Council held budget hearings last week. Florence and Marvin attended the library's budget hearing where Leach presented a 30 minute presentation on priorities. Questions were asked about bond issue payments, electronic resource expenses, and hours of operation.

Leach reported that the Taking Charge survey results have been released and we hope to have information for the August Board meeting. This year's summer reading program has an online aspect. We have received comments from parents who are not so crazy about the online portion of the program. We are doing surveys of participants to get additional feedback and balanced responses in order to evaluate and update the program next year if needed. Registration numbers for the summer reading program are very similar to last year.

Leach reminded Board members about Open Meetings Law and emails. No more than three people in an e-mail conversation. It is also important that either Pat Leach or Barbara Hansen be included in all emails so that the record retention law is adhered to. Baker reported on an article in the July 18 Omaha World Herald about the Papillion library renovation.

ASSISTANT LIBRARY DIRECTOR: No report.

CLOSED SESSION: At 8:35 a.m. Marvin moved to go into closed session for the purpose of discussing central library real estate and for the purpose of discussing the Library Director's

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annual evaluation. Roll Call Vote: Speicher, Berg, Florence, Friedman, Marvin, McKillip, Schimek - aye. Motion carried 7-0.

At 9:51 a.m. Schimek moved the Board return to open session. Second by Marvin. Roll Call Vote: Berg, Florence, Friedman, Marvin, McKillip, Schimek, Speicher - aye. Motion carried 7-0.

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:53 a.m.