

LIBRARY BOARD MEETING MINUTES  
TUESDAY, OCTOBER 17, 2017; 8:00 AM  
BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT

Lowell Berg, Donna Marvin, Lisa Hale, Herb Friedman, Carol Speicher. Absent: Martha Florence, Rhonda Seacrest. A quorum was present.

OTHERS PRESENT

Pat Leach, Library Director; Julee Hammer, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Julie Beno, Bennett Martin Public Library Public Services Coordinator; Brenda Ealey, Gere Branch Manager. Jeff Kirkpatrick, City Attorney; Denise Pearce, Mayor's Office; Gail McNair, Foundation for Lincoln City Libraries; Abby Stenek and Coby Mach, Lincoln Independent Business Association.

CALL TO ORDER

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

APPROVAL OF THE AGENDA

The agenda/meeting notice was posted according to the Open Meetings Law of the State of Nebraska. It was moved by Berg, second by Marvin, to approve the agenda as posted. Roll Call Vote: Berg, Friedman, Hale, Marvin, Speicher - aye; Florence, Seacrest - absent. Motion carried 5-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

APPROVAL OF SEPTEMBER 19, 2017, MEETING MINUTES

Marvin moved the minutes of the September 19, 2017, Library Board meeting be approved as distributed. Second by Speicher. Roll Call Vote: Friedman, Hale, Marvin, Speicher Berg - aye; Florence, Seacrest - absent. Motion carried 5-0.

STANDING COMMITTEE REPORTS:

*Committee on Administration*

No report.

*Committee on Buildings & Grounds*

Berg reported on contract renewals for cleaning, courier service, and snow removal.

Cleaning Contracts

Berg moved to contract with Rise n' Shine for cleaning services at Anderson, Bethany, Gere, South, and Walt Branch Libraries, in an amount not to exceed \$80,000, and renew the contract with X-tra Kleen for cleaning services at Eiseley Branch and Bennett Martin Public Library at a cost not to exceed \$57,100. Second by Marvin. Roll Call Vote: Friedman, Hale, Marvin, Speicher, Berg - aye; Florence, Seacrest - absent. Motion carried 5-0.

Library Board Meeting Minutes

October 17, 2017

Page 2

**Courier Contract**

Berg moved to renew the contract with Mail Management Services for courier service in an amount not to exceed \$39,390. Second by Marvin. Roll Call Vote: Hale, Marvin, Speicher, Berg, Friedman - aye; Florence, Seacrest - absent. Motion carried 5-0.

**Snow Removal Contract**

Berg moved to renew the contract with Vasa Construction for snow removal in an amount not to exceed \$30,000. Second by Marvin. Roll Call Vote: Marvin, Speicher, Berg, Friedman, Hale - aye; Florence, Seacrest - absent. Motion carried 5-0.

*Finance Committee*

Speicher reported on the Recap of Expenditures for September 2017 listing claims in the amount of \$784,810.62 from all funds. Speicher moved approval of the report and payment of all claims. Second by Berg. Roll Call Vote: Berg, Friedman, Hale, Marvin, Speicher - aye; Florence, Seacrest - absent. Motion carried 5-0.

**SPECIAL COMMITTEE REPORTS:**

*Central Library Committee*

No report.

*Central Library Design Committee*

No report.

*Central Library Position Paper Committee*

Leach reported that the committee (Seacrest, Marvin and Speicher) worked on drafting a Library Vision Statement. It is a statement that explains why the Library Board is supporting branch improvements as well as a new Central Library in the community. The committee is asking the Board to approve the statement with the understanding that it will be revised from time to time as necessary. The statement will be available on the Library website along with paper copies being available for distribution to the general public via library locations, speaking engagements, etc. Suggestions were made about layout and graphics. Berg stated that he is willing to adopt the statement today but would like the Board to see the final document prior to it being made public.

Berg moved to approve the Library Vision Statement with the understanding that it will be revised in the future as needed, will be formatted into a visually exciting and appealing information piece, and will be reviewed by the Library Board before it is published. Second by Marvin. Roll Call Vote: Berg, Friedman, Hale, Marvin, Speicher - aye; Florence, Seacrest - absent. Motion carried 5-0.

*Central Library Marketing Committee*

No report.

*Foundation for Lincoln City Libraries*

McNair announced the book sale would be starting next week. There has been a great response from the community for both books and volunteers. The Parrot Heads, Lincoln Public Schools Career Academy and Zoo School, as well as individuals across the community have volunteered. The sale kicks off at the Lancaster Event Center on Wednesday, October 25<sup>th</sup> with a preview sale. The general sale begins Thursday, October 26, at 10 a.m. and concludes on

Sunday, October 29, at 3 p.m. Book Nooks continue to be successful generating \$16,410.26 since November 2016. McNair reported that Foundation volunteers donated 876 hours from March through September. At minimum wage that is \$7,884 saved by the library.

The Foundation Board meets on Thursday, October 19, and will present a quarterly payment of donations in the amount of \$10,050. The 2018 membership campaign brochures have been mailed. The 2017 membership year had 308 memberships contributing more than \$56,000.

#### NEW BUSINESS

##### *Surplus Property*

Berg moved to approve the surplus property of equipment and furniture as submitted by staff. Second by Speicher. Roll Call Vote: Friedman, Hale, Marvin, Speicher, Berg - aye; Florence, Seacrest - absent. Motion carried 5-0.

#### LIBRARY DIRECTOR'S REPORT

Leach reported that Marcy Baker has resigned her position as Lancaster County liaison to the Library Board. The liaison is a nonvoting Board member appointed by the County Commissioners, held by person living in the county outside of the city limits. The County Commissioners have been contacted about the process for filling the vacancy.

Leach reported that she continues to work on Central Library related projects including the vision statement, documents for a design RFP, and meeting with a variety of city staff working on various aspects of the project

##### *Outcome Based Budgeting*

Leach reported that the City budget season will soon begin. The process is beginning earlier this biennial budget season to allow the City Council more time to be involved in the process. Our behind the scenes work will start in November. In this process the decision points for the Library board include early in 2018 after we have received instructions from Mayor's office. Staff will draft a budget with the assistance of the Committee on Finance. This initial Library budget is forwarded to the Mayor's Office and is compiled with the overall City budget with any changes the Mayor may have. The Board takes action in April or May on the Mayor's recommended budget for the Library which then goes to the City Council.

Pat reviewed the tiers in Outcome Based Budgeting and how they guide staff during budget preparation. If cuts need to be made, Tier 3 programs would be the first to go. For example, the Sunday hours at Bennett Martin Public Library and Friday hours at branch libraries would be the first service cuts if the Library budget had to be decreased.

The Mayor's Office staff has been working with City departments on the performance management tool LNKStat. We will be updating our indicators and/or outcomes to reflect per capita comparisons. These will be reviewed at the November Board meeting.

#### PUBLIC COMMENT

Coby Mach asked that documents related to action items on the agenda be posted with the agenda so that the public can be educated on the issues.

#### CLOSED SESSIONS

Berg moved the Board go into closed session at 8:31 a.m. for the purpose of discussing real estate negotiations regarding the Central Library. Second by Marvin. Roll Call Vote: Friedman, Hale, Marvin, Speicher, Berg - aye; Florence, Seacrest - absent. Motion carried 5-0.

The Board went into closed session for the purpose of discussing real estate negotiations with the Board President asking Pat Leach, Jeff Kirkpatrick, and Ed Tricker to also attend.

At 9:27 a.m. Berg moved to return to open session. Second by Speicher. Roll Call Vote: Hale, Marvin, Speicher, Berg, Friedman - aye; Florence, Seacrest - absent. Motion carried 5-0.

At 9:31 a.m. Berg moved to go into closed session to discuss the annual performance evaluation of Library Director Pat Leach. Second by Speicher. Roll Call Vote: Marvin, Speicher, Berg, Friedman, Hale - aye; Seacrest, Florence - absent. Motion carried 5-0.

The Board went into closed session for the purpose of discussing the Library Director's annual evaluation. All attendees other than Board members were excused.

At 9:58 a.m. Berg moved to return to open session. Second by Speicher. Roll Call Vote: Speicher, Berg, Friedman, Marvin, Hale - aye; Seacrest, Florence - absent. Motion carried 5-0.

#### ADJOURNMENT

There being no further business the meeting adjourned at 10:00 a.m.