

**LIBRARY BOARD MEETING MINUTES
TUESDAY, OCTOBER 18, 2016; 8:00 AM
BETHANY BRANCH LIBRARY, 1810 N COTNER BLVD.
LINCOLN, NEBRASKA**

LIBRARY BOARD MEMBERS PRESENT: Lowell Berg, Martha Florence, Herb Friedman, Donna Marvin, Kathy McKillip, Herb Schimek, Carol Speicher. Absent: None. A quorum was present.

OTHERS ATTENDING: Pat Leach, Library Director; Julee Hector, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Peter Jorgensen, Virtual Services Manager; Julie Beno, Bennett Martin Public Library Public Service and South Branch Coordinator; Rod Cummings, Virtual Services Coordinator; Brenda Ealey, Gere Branch Manager; Kim Shelley, Anderson Branch Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Denise Pearce, Mayor's Office; Jeff Kirkpatrick, City Attorney.

Board President Friedman called the meeting to order at 8:00 a.m. announcing the Open Meetings Law of the State of Nebraska is 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. Marvin moved to approve the agenda as posted. Second by Florence. Roll Call Vote: Berg, Florence, Friedman, Marvin, McKillip, Schimek - aye; Speicher - absent. Motion carried 6-0.

APPROVAL OF SEPTEMBER 20, 2016, MEETING MINUTES: Berg moved to approve the September 20, 2016, meeting minutes as distributed. Second by Schimek. Roll Call Vote: Friedman, Marvin, McKillip, Schimek, Berg, Florence - aye; Speicher - absent. Motion carried 6-0.

STANDING COMMITTEE REPORTS:

Committee on Administration - Friedman reported on the requests for reconsideration of the picture book *10,000 Dresses*. The committee is recommending that the Library Director's decision to keep the book in the library collection as a picture book be affirmed. Schimek moved to adopt the committee's recommendation. Second by McKillip.

Leach reviewed the process followed for the two requests for reconsideration of *10,000 Dresses*. Two staff committees were appointed to review the two requests, and both came to the same conclusion, that we keep the book in the collection shelved with the picture books. Lincoln City Libraries has many picture books that are on serious topics. The collection policy states that the library owns a broad range of materials and not all will appeal to all readers. Adults are encouraged to guide what their children check out, not what other families check out. We support each parent selecting appropriate materials for their own child.

The subject of the book is a boy who identifies as a girl and likes dresses. It is a picture book and is shelved as such. Given the nature of the subject matter, the individuals filing the appeal felt that the book should be in a place where parents are drawn to it, not in picture books. Leach explained that if a book is intended to be read aloud to a child and is a picture book it is shelved with picture books.

Roll Call Vote: Friedman, Marvin, McKillip, Schimek, Berg, Florence - aye; Speicher - absent. Motion carried 6-0.

Buildings and Grounds Committee -

Action on Service Contracts - Berg reported Library staff has been working with the City Purchasing Department regarding several service contracts and has asked that action be taken. Berg moved to renew the contract with NAI FMA for property management services in an amount not to exceed \$95,000; to renew the contract with Vasa Construction for snow removal in an amount not to exceed \$30,000; to renew the contract with Mail Management Services for courier services in an amount not to exceed \$43,000; and to contract with Xtra Clean Inc. for cleaning services for Bennett Martin Public Library and Eiseley Branch Library in an amount not to exceed \$59,000. Second by Schimek. Roll Call Vote: Marvin, McKillip, Schimek, Speicher, Berg, Florence, Friedman - aye; Speicher - absent. Motion carried 6-0.

Reconsideration of Security Contract: Berg reported that the current security guard contractor has protested the awarding of the fiscal year 2016-2017 contract to another vendor. After working with all parties it was recommended by the Purchasing Department that all bids be rejected and that the contract specifications be updated and the bid request be reissued. Berg moved to rescind the action taken at the September 20, 2016, Library Board meeting which awarded the contract to Securitas, Inc. Second by Schimek. Roll Call Vote: Friedman, Marvin, McKillip, Schimek, Berg, Florence - aye; Speicher - absent. Motion carried 6-0.

Committee on Finance - Florence reported on the Recap of Expenditures for September 2016 listing claims in the amount of \$929,056.49 from all funds. Florence moved approval of the report and payment of all claims. Second by McKillip. Roll Call Vote: McKillip, Schimek, Berg, Florence, Friedman, Marvin - aye; Speicher - absent. Motion carried 6-0.

SPECIAL COMMITTEE REPORTS:

Central Library - Friedman reported things are on hold right now with nothing significant to report. In late August Friedman sent letters to Presidents of Library Boards around the country asking for input on their experience building new main libraries. Copies of responses were distributed. It was noted that the information shared by other libraries will be helpful when marketing our project and working with the Mayor and City Council.

(Speicher arrived at this time.)

Central Library Marketing - No report.

Central Library Initiative - No report.

Foundation for Lincoln City Libraries - McNair reported that the book sale is fast approaching. Set up at the Lancaster Event Center starts on Monday, October 24. At this point, 74 pre-sale tickets have been sold.

Lincoln Cares - No report.

One Book - One Lincoln - No report.

Technology - No report.

NEW BUSINESS:

Consideration of Central Library Locations - McKillip requested that the Library Board document that even though it stands by its decision that the Pershing block is the ideal site for a Central Library in Lincoln, it is open to opportunities that may be presented. The Board's goal is a new library, and the Board needs to be available to consider other locations as they are presented. It is important to state that our goal is to have a new central library because of the services it provides, not the site it is on.

McKillip moved the Board consider the best opportunity for a Central Library based on services, not solely on location, and that the Board be willing to consider other suitable and appropriate sites in the downtown area. Second by Florence. Roll Call Vote: Schimek, Speicher, Berg, Florence, Friedman, Marvin, McKillip - aye. Motion carried 7-0.

PRESIDENT'S REPORT - None

LIBRARY DIRECTOR'S REPORT - Leach reported that she and Assistant Library Director Julie Hector attended the 2016 Urban Libraries Council (ULC) Annual Forum - Getting to the Evidence. This year's Annual Forum brought together library teams, partners, and local and national leaders, to explore innovative strategies and initiatives that ULC libraries are using to measure and demonstrate community outcomes. This was an excellent forum that provided lots of opportunities for sharing. Staff was able to spend time in the Kansas City Public Library, a renovated bank building. It is located downtown near the trendy Power and Light District in an area referred to as the Library District. It has an iconic parking garage attached to the library with giant spines of books as the exterior.

With the Board's approval to purchase and install security cameras, staff has begun working on developing policies for retention and access to footage prior to ordering the cameras.

Leach reported that she has been making presentations to groups about the 2016 ALA Notable Books list including Westminster and Outlook study group. The Nebraska Library Association annual conference is being held in Omaha this year October 19 - 21. Assistant Library Director Julie Hector has served as president of NLA this past year and will be handing over the gavel at noon on Thursday. Hector has had a full year as president dealing with many issues, both internal and legislative. Several staff will be making presentations at the conference.

In the area of technology, Leach reported that a new self-check machine has been ordered. It is different from our current outdated models in that it is a self-service machine that not only checks out materials but can also be used by customers to check-in materials, pay fines and fees via credit card, and get reading suggestions as well as information on upcoming events. The machine is also RFID ready.

Leach invited City Attorney Jeff Kirkpatrick to provide his annual address to the Board on legal issues.

Kirkpatrick noted that this annual checkup is good, considering the Board is anticipating a bond issue for a new Central Library. We will be getting more public attention and small things could become a big deal if our manner of doing business is perceived as controversial.

Some items that are always good to remember include:

- Actions that are to be voted on by the Board need to be announced on the meeting agenda in advance.
- A quorum of the Board is four people, and a quorum of the Board, not a quorum attending the meeting, is needed in order for an action to pass. If only four people are attending a Board meeting, all four must vote for an action in order for it to pass.
- Potential violations of Open Meetings Act include a quorum getting together to talk about library issues. If three Board members meet there is no problem. In a social gathering be careful not to talk about library matters.
- In this new era of email conversations and dialogue you can violate the Open Meetings Act by selecting "reply all" to an email and comment on something. You can send an informational email to all board members because this is not dialogue. When there is no dialogue there is no problem. When there is a reply all, that makes it a public meeting.
- As public officials any correspondence that you conduct regarding the library becomes a public record and is covered by public records law and must be retained. That is why it is important that you make sure to copy the Library Director or Administrative Aide into any library related correspondence so that it goes through the library email system and is automatically retained. This includes any business, including committee work.
- Keep in mind that you are public officials; anything you send in an email you should be comfortable giving to the press.

Florence asked what the retention requirement is for community members serving on a Library Board committee. Kirkpatrick stated that these community members are representing the library and their communications are to be retained. It would be a good practice that when you invite members of the public to serve on a committee, you alert them that they are under public records law and all communication regarding the library is public record.

Kirkpatrick commented that the Library Board is the best board he ever served on. What makes the Library Board so great? You have the opportunity to make the library better. You are an organization that receives good records, good minutes, and lots of information. If you have questions during a meeting, your questions are answered, staff is very responsive. It is a small board and everybody is important. If you have served on larger boards you know that it is difficult to be an active member. A seven member board means that everyone is very important. The committee structure is also very important. The culture of the board, that its work is a priority, makes this a great board.

MISCELANEOUS: Berg asked how many library facilities have unisex restrooms. It was reported that none do. Berg recommended that as work is started on branch upgrades, family restrooms be kept in mind.

Schimek asked for a report on Omaha's Do Space and how it is working. Library Board members are interested in a tour of the facility. It was noted that Do Space is 100% privately funded and is not part of Omaha Public Library. Leach will forward an annual report that was recently received from the funders.

Adjournment: there being no further business, the meeting was adjourned at 8:54 a.m.