

**LIBRARY BOARD MEETING MINUTES
TUESDAY, NOVEMBER 15, 2016; 8:00 AM
BOARD ROOM, BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA**

LIBRARY BOARD MEMBERS PRESENT: Martha Florence, Herb Friedman, Donna Marvin Herb Schimek, Carol Speicher, County Liaison Marcy Baker. A quorum was present

LIBRARY BOARD MEMBERS ABSENT: Lowell Berg, Kathy McKillip

OTHERS PRESENT: Pat Leach, Library Director; Julee Hector, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Carolyn Dow, Polley Music Librarian; Tammy Teasley, Support Services Coordinator; Brenda Ealey, Gere Branch Manager; Julie Beno, Bennett Martin Public Library/South Branch Coordinator; Peter Jorgensen, Virtual Service Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jeff Kirkpatrick, City Attorney.

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 AGENDA: The agenda/meeting notice was posted according to the Open Meetings Law of the State of Nebraska. Schimek moved to approve the agenda as posted. Second by Marvin. Roll Call Vote: Friedman, Marvin, Florence, Schimek - aye; Speicher, McKillip, Berg - absent. Motion carried 4-0.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF MINUTES: Florence moved to approve the minutes of the October 18, 2016, Library Board meeting as distributed. Second by Schimek. Roll Call Vote: Friedman, Marvin, Florence, Schimek - aye; Speicher, McKillip, Berg - absent. Motion carried 4-0.

STANDING COMMITTEE REPORTS:

Committee on Administration - No report.

Committee on Buildings and Grounds - No report

Committee on Finance - Florence presented the recap of expenditures for October 2016 listing claims in the amount of \$ 901,216.62 from all funds. Florence moved to approve the report and payment of all claims. Second by Marvin. Roll Call Vote: Schimek, Florence, Friedman, Marvin - aye; Speicher, McKillip, Berg - absent. Motion carried 4-0.

SPECIAL COMMITTEE REPORTS:

Central Library - Friedman reported that Rhonda Seacrest and Lillie Larsen have been added to the Central Library Committee as community members and Rod Confer has been added as a Foundation Board member.

(Carol Speicher arrived at this time.)

Friedman reported that earlier this summer he had sent letters to the Presidents of Library Boards around the country that had recently built new central libraries. Responses have been shared with

Board members. An additional letter has been received from the Daniel Boone Regional Library in Columbia, MO. Copies were distributed. These letters will ultimately be using during the library campaign and shared with the City Council.

Central Library Marketing - No report.

Central Library Initiative - No report

Foundation for Lincoln City Libraries - McNair thanked everyone for their support of the book sale noting that it takes a village to run this sale. The sale accomplishes two goals - 1) raise money, 2) find new homes for used materials. The expenses for a book sale can be seen as high, but when you look at the number of people starting libraries in their homes, it is worth it. The Book Nooks continue to bring in about \$1200 a month. Wine and E is being planned on April 20, 2017, at the Lincoln Country Club.

Lincoln Cares - No report

One Book - One Lincoln -Marvin reminded people that they can submit titles year round. As you read a good book, remember to nominate it.

Technology - No report.

NEW BUSINESS:

Approval of Polley Library Service Report and Program Plan - Carolyn Dow, Polley Music Librarian was introduced. Leach reported that when Mrs. Polley created the Polley Music Trust she put certain things in place that need to happen every year. One of those is an annual report and program plan. After approval by the Library Board, the report is forwarded to the Trust Officer at US Bank and then on to the Polley Advisory Board. Dow reported that the Polley Music customers are generally very happy with the resource.

Dow is completing her term as the chair of the International Association of Music Libraries (IAML) Public Libraries Section She continued her international involvement by attending the IAML conference in Rome in July where she presented a paper on circulating ukuleles, which is becoming a more common practice worldwide. Advertisements for the Polley Music Library appeared in the concert programs of several musical organizations, thanks to the Foundation for Lincoln City Libraries' Polley endowment established by Mary Sue Harris. This additional funding has allowed for not only advertising but also signage and musical performances.

Schimek moved to accept the report and program plan. Second by Marvin. Roll Call Vote: Friedman, Marvin, Florence, Schimek, Speicher - aye; McKillip, Berg - absent. Motion carried 5-0.

Authorization to Surplus Property - Marvin moved to approve the surplus property request as outlined in the November 2016 memo from Paul Jones listing furniture and equipment for disposal. Second by Schimek. Roll Call Vote: Marvin, Florence, Schimek, Speicher, Friedman - aye; McKillip, Berg - absent. Motion carried 5-0.

Authorization to Apply for Internship Grants - Leach requested authorization for library staff to submit a grant request to the Nebraska Library Commission for funding for up to seven interns. This internship program works to introduce high school and college students to the varied work of libraries. The grant

provides stipends up to \$1,000 per intern. No match is required. Julie Beno is overseeing the grant application process. Schimek moved to authorize the grant application. Second by Marvin. Roll Call Vote: Schimek, Speicher, Florence, Friedman, Marvin -aye; McKillip, Berg - absent. Motion carried 5-0.

PRESIDENT'S REPORT: None

LIBRARY DIRECTOR'S REPORT - Leach reminded everyone that as we are emailing keep in mind that the full group can be engaged in receive informational emails but once it turns into a conversation, no more than three can be included. In order to maintain records and adhere to the Record Retention Policy, please remember to copy Barbara Hansen into your emails.

Leach reported that the individuals who appealed her decision to keep the picture book *10,000 Dresses*, have been notified of the Board's action to uphold her decision. An additional Request for Reconsideration has been received on a young adult title. Leach is in the process of forming a review committee.

Leach reported on activities for the month including attending the Nebraska Library Association annual conference, attending a Sprague Village Board meeting, participating in her annual Director's conversation with staff, meeting with Trevor Jones of the State Historical Society, and networking at RISE, which is a group of young women engaged in business and other professions. Of special interest was a presentation to a PEO group, along with Martha Florence, where she talked about books and Florence shared information about the central library project.

Regarding technology, the library has been developing events and programming that focus on technology. Lincoln City Libraries received a grant from the Nebraska Library Commission that allows staff to create traveling maker spaces containing equipment from robots to sewing machines. A Maker Space open house is being planned in early January. What we do at the library feeds into Innovation Campus and gets young people engaged.

In early December, Lincoln City Libraries will participate in Hour of Code, an international campaign to provide coding experience to underserved populations. A full list of events is being developed.

Letter of Appreciation to Book Sale Volunteers- In appreciation for the dedication and hard work of many volunteers, Marvin moved to approve a letter of appreciation from the Library Board. Second by Schimek. Roll Call Vote: Speicher, Florence, Friedman, Marvin, Schimek - aye; McKillip, Berg - absent. Motion carried 5-0.

PUBLIC COMMENT: Earl Burns commented that he had attended a meeting a few months ago requesting the use of security cameras at library entrances and asked if there had been discussion or thought about installing cameras.

Leach reported that the Library Board has taken action to move forward with the purchase and installation of security cameras. Library staff is currently working on the purchase of equipment as well as developing policy for their use and the use of camera footage. If all goes smoothly, cameras should be installed in early 2017.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:33 a.m.