

**LIBRARY BOARD MEETING MINUTES
TUESDAY, DECEMBER 20, 2016; 8:00 AM
BENNETT MARTIN PUBLIC LIBRARY
136 SOUTH 14TH STREET, LINCOLN, NEBRASKA**

BOARD MEMBERS ATTENDING: Lowell Berg, Martha Florence, Herb Friedman, Donna Marvin, Carol Speicher, and Marcy Baker, County Liaison. Absent: Kathy McKillip, Herb Schimek. 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; Katie Murtha, Bennett Martin Public Library Librarian; Julie Beno, Bennett Martin Public Library Public Services Manager; Lisa Olivigni, Eiseley/Williams/Lied Bookmobile Branch Manager; Brenda Ealey, Gere Branch Manager; Jeff Kirkpatrick, City Attorney, Gail McNair, Foundation for Lincoln City Libraries Executive Director.

CALL TO ORDER: The meeting was called to order at 8 a.m. by President Friedman. It was announced that the Open Meeting Laws of the State of Nebraska were posted and available for inspection.

APPROVAL OF THE AGENDA: Speicher moved to approve the agenda as posted. Second by Florence. Roll Call Vote: Berg, Marvin, Florence, Speicher - aye; Friedman - abstain; McKillip, Schimek - absent. Motion carried 4-0.

APPROVAL OF MINUTES: Marvin moved to approve the minutes of the November 15, 2016, meeting as distributed. Second by Speicher. Roll Call Vote: Friedman, Marvin, Florence, Speicher, Berg - aye; McKillip, Speicher - absent. Motion carried 5-0.

STANDING COMMITTEE REPORTS:

Committee on Administration

Approval of Updated Fees Policy - The primary change in this policy is the addition of information regarding ConnectED accounts. These are the accounts that will be issued to all Lincoln Public Schools students. ConnectED accounts will allow a student to check out up to five items with no overdue fees assessed on late items, but the library will charge for replacement if items are not returned. Friedman moved to approve the revised Fees Policy. Second by Berg. Roll Call Vote: Friedman, Marvin, Florence, Speicher, Berg - aye; McKillip, Schimek - absent. Motion carried 5-0.

Approval of Circulation Policy - Under "Checkout and Renewal" library staff recommends adding an additional renewal, for a total of four, as long as no holds are waiting. Under "Circulation Limits," a note has been added regarding ConnectED accounts. Two sections, Notices and Waiving Charges, have been removed and are being recommended as separate policies. Friedman moved to approve the revised Circulation Policy. Second by Marvin. Roll Call Vote: Friedman, Marvin, Florence, Speicher, Berg - aye; McKillip, Schimek - absent. Motion carried 5-0.

Approval of Notices Policy - There is no change in the text of this policy. It has been reformatted so that it stands alone as a policy instead of being combined with the Circulation Policy. Marvin

moved to approve the Notices Policy. Second by Berg. Roll Call Vote: Friedman, Marvin, Florence, Speicher, Berg - aye; McKillip, Schimek - absent. Motion carried 5-0.

Approval of Waiving Charges Policy - There is no change in the text of this policy. It has been reformatted so that it stands alone as a policy instead of being combined with the Circulation Policy. Florence moved to approve the Waiving Charges Policy. Second by Berg. Roll Call Vote: Friedman, Marvin, Florence, Speicher, Berg - aye; McKillip, Schimek - absent. Motion carried 5-0.

Approval of Library Rules Policy Update - Item 2 regarding noise levels is being removed, with those areas added to section 1. This change is in format only. In Item 8, information regarding service dogs has been added for staff clarification. Item 10H "Use of someone else's library card to access the Internet" is being added as this has been part of our Behavior Policy but had not been included in the Library Rules. Staff recommends adding this so that we can accurately track computer shifts and the number of shifts customers are allowed. Item 12 "Library customers may not photograph other customers or staff without permission" is being added in response to the ubiquity of cameras on telephones, and our intention to protect the privacy of library customers. Florence moved to approve the revised Library Rules Policy. Second by Marvin. Roll Call Vote: Friedman, Marvin, Florence, Speicher, Berg - aye; McKillip, Schimek - absent. Motion carried 5-0.

Approval of Security Camera Policy - This is a new policy, following up on previous Board action regarding purchase of security cameras. This policy was developed to parallel the policy used by the Lincoln Police Department. Primary aspects of this policy are that a limited number of people will have access to footage, police requests for footage (not related to crimes on library property) require court action, and the cameras will not be monitored in real-time. Signs will be posted alerting the public that cameras are in use.

Berg moved to approve the Security Camera Policy, second by Florence. Speicher asked that the retention period of seven days be reconsidered. After discussion Speicher moved to amend the storage and retention section of the policy to indicate that recordings will be overwritten after ten days. Second by Marvin. Roll Call Vote: Friedman, Marvin, Speicher, Berg, Florence - aye; Schimek, McKillip - absent. Motion carried 5.0.

Roll Call Vote on Amended Security Camera Policy: Marvin, Speicher, Berg, Florence Friedman - aye, McKillip, Schimek - absent. Motion carried 5-0.

Committee on Buildings and Grounds: Berg reported that the parking lot portion of the project at South Branch has been completed. Landscaping will be done in spring when weather permits.

Committee on Finance: Speicher reported on the Recap of Expenditures for November 2016 listing claims in the amount of \$759,604.98 from all funds. Speicher moved approval of the report and payment of all claims. Second by Florence. Roll Call Vote: Speicher, Berg, Florence, Friedman, Marvin - aye; Schimek, McKillip - absent. Motion carried 5-0.

LIBRARY BOARD SPECIAL COMMITTEE REPORTS:

Central Library - Program RFP Selection Committee - Friedman reviewed the process for selection of a firm to develop the Building Program for a new Central Library. Friedman moved to approve contracting with Godfrey's Associates of Dallas Texas, working in concert with the Lincoln office of HDR, to develop a Central Library Building Program, at a cost up to \$56,000. Second by Marvin. Roll Call Vote: Speicher, Berg, Florence, Friedman, Marvin - aye; McKillip, Schimek - absent. Motion carried 5-0.

The timeframe for the work is January through June 2017. It was noted that public engagement is an important part of the process and it is important that local faces be present at all public meetings.

The Library Director, City Attorney, and City Purchasing Agent will begin work on the contract. Board members indicated they want to see a draft of the contract and what services are included.

Foundation for Lincoln City Libraries Executive Director - McNair reported that the Foundation is busy with its membership campaign. Renewal reminder postcards have been sent. The Book Sale final report should be available soon but bills are still being received. McNair expects the profit to be at an all-time high.

One Book - One Lincoln: Librarian Katie Murtha presented the final report for the 2016 community reading program reporting that the library received lots of support for the program, especially from the medical community. The title *Being Mortal* is about end of life choices. Many people noted that it was a book they didn't think they wanted to read, but after reading it, felt it should be made required reading.

NEW BUSINESS:

Approval of Foundation Board Nominations: McNair explained that in order to keep its IRS Class I rating, the Foundation is required to get Library Board approval before adding members to its Board. McNair requested authorization to add Dr. Michael McCoy, Doug Campbell, and Tom Beckius to the Foundation Board. Moved by Florence, second by Marvin. Roll Call Vote: Berg, Friedman, Marvin, Florence, Speicher - aye. McKillip - Schimek - absent. Motion carried 5-0.

Approval of Renewal of Foundation Agreement - This is the annual renewal of the overall agreement between Lincoln City Libraries and the Foundation for Lincoln City Libraries. No changes have been proposed. Marvin moved to approve renewal of the agreement. Second by Florence. Roll Call Vote: Friedman, Marvin, Florence, Speicher, Berg - aye; McKillip, Schimek - absent. Motion carried 5-0.

Approval of Revised Book Sale Agreement - Revisions to this agreement for the annual book sale include changes that relate to the storage of materials at libraries as well as the moving and offsite storage of materials. The changes require that the Foundation oversee the contract for removal and storage which reflects the role the Foundation has been playing in book sale preparation. Florence moved approval of the revised agreement. Second by Marvin. Roll Call Vote: Marvin, Florence, Speicher, Berg, Friedman - aye; McKillip, Schimek - absent. Motion carried 5-0.

PRESIDENT'S REPORT - None

LIBRARY DIRECTOR'S REPORT: Leach reported that the Fiscal Year 2015-16 Annual Report was included in the meeting packet. Of special note are the two community wide programs that were initiated last year, Read Aloud 15 Minutes a Day and ConnectED, as well as continued work on a new Central Library.

Leach reported that the Hompes Fund is a gift fund held by the City of Lincoln with the library being authorized to spend income from the fund to purchase library materials. Leach reported the income of \$8,000 will be used to purchase library materials.

Leach made Board members aware of the display, Thinking Money, on exhibit on first floor of Bennett Martin Public Library through mid-January. This excellent display is sponsored by the American Library Association at no cost to the library.

Lisa Olivigni was introduced as the new Eiseley/Williams/Lied Bookmobile Branch Manager. She was previously the library director in Crete, Nebraska, and is well known in the library community.

PUBLIC COMMENT: None

CLOSED SESSION:

Marvin moved to go into closed session for the purpose of discussing potential Central Library real estate at 8:56 a.m. Second by Florence. Roll Call Vote: Florence, Speicher, Berg, Friedman, Marvin - aye; McKillip, Schimek - absent. Motion carried 5-0.

Friedman announced the Board was going into closed session for the purpose of discussing Central Library real estate asking the Library Director and City Attorney to remain.

Marvin moved to return to open session at 9:30 a.m. Second by Florence. Roll Call Vote: Speicher, Berg, Friedman, Marvin, Florence - aye; McKillip, Schimek - absent. Motion carried 5-0.

ADJOURNMENT: Holiday greetings were shared and with there being no further business, the meeting was adjourned at 9:38 a.m.