

**LIBRARY BOARD MEETING MINUTES  
TUESDAY, OCTOBER 16, 2018; 8 AM  
BENNETT MARTIN PUBLIC LIBRARY  
136 S. 24TH STREET, LINCOLN, NE**

**BOARD MEMBERS PRESENT**

Donna Marvin, Lowell Berg, Lisa Hale, Martha Florence, Carol Speicher, Rhonda Seacrest, Dan Sloan, and County Liaison Walt Broer. Absent: None

**OTHERS PRESENT**

Pat Leach, Library Director; Julee Hammer, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Julie Beno, Public Service Coordinator; Garren Hochstetler, Librarian; Peter Jorgensen, Virtual Services Manager; Tammy Teasley, Support Services Coordinator; Jodene Glaesemann, Walt Branch Manager; Brenda Ealey, Gere/South Branch Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director.

**CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS LAW**

The meeting was called to order at 8 AM by President Marvin. The availability of the Open Meetings Law was announced.

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**APPROVAL OF AGENDA**

The Agenda/Meeting Notice was posted according to the Open Meetings Law of the State of Nebraska. Berg moved to approve the agenda as posted. Second by Florence. Roll Call Vote: Berg, Florence, Hale, Marvin, Seacrest, Sloan, Speicher – aye. Motion carried 7-0.

**APPROVAL OF MINUTES**

Speicher moved to approve the minutes of the September 18, 2018, Library Board meeting as posted. Second by Berg. Roll Call Vote: Florence, Hale, Marvin, Seacrest, Sloan, Speicher, Berg – aye. Motion carried 7-0.

**STANDING COMMITTEE REPORTS**

**Committee on Administration**

It was reported that the committee will be meeting in November to review policies. Action recommendations will be brought to the Board at its November 20 meeting.

**Buildings and Grounds**

Berg moved to approve a contract with Mail Management Services for courier service in an amount not to exceed \$54,300.00. Second by Hale. This is a one-year contract with the option for three renewals. Mail Management Services currently provides courier service for the library and staff is pleased with their work. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Speicher, Berg, Florence – aye. Motion carried 7-0.

Berg moved to approve the renewal of the contract with Vasa Construction for snow removal in an amount not to exceed \$30,000.00. Second by Hale. This is the third and final renewal of this contract. Staff has been very pleased with the service provided. The cost of snow removal is an estimate as final cost is based on the number of events and amount of snow each year. If the cost exceeds \$30,000.00, a contract addendum will need to be approved by the Board. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Speicher, Berg, Florence – aye.

Motion carried 7-0.

Berg reported the committee will be meeting to discuss and review the Facilities Plan to assure that information is current.

### **Committee on Finance**

Hale reported on the recap of expenditures for September 2018 listing claims in the amount of \$752,332.22 from all funds. Hale moved approval of the report and payment of all claims. Second by Berg. Roll Call Vote: Marvin, Seacrest, Sloan, Speicher, Berg, Florence, Hale – aye. Motion carried 7-0.

## **SPECIAL COMMITTEE REPORTS**

### **Central Library Committee**

No report.

**Foundation Board** - McNair reported the book sale was again a great success due in no small part to all of the volunteers. Seventy-five volunteers assisted the first day of set up. There were fewer books this year but the items were of better quality. Twelve pallets of books not sold were shipped to Thrift Books, a company that sells used books on the internet. The Foundation will get a percentage of the proceeds from any books that Thrift Books sells. Financial reports are not yet available, but a conservative number for sales this year would be over \$92,000. When adding the yearly Book Nook sales, income from the sale of used books is over \$100,000 this year.

## **NEW BUSINESS**

### **Approval of Surplus Property**

Berg moved to approve declaring items surplus as listed in the October 2018 report from Paul Jones. Second by Hale. Leach reported that the items would be recycled, disposed of, or sold, as appropriate within City of Lincoln guidelines. Roll Call Vote: Seacrest, Sloan, Speicher, Berg, Florence, Hale, Marvin – aye. Motion carried 7-0.

### **Approval to Submit Grant Application**

Leach reported the Nebraska Library Commission makes grants available to accredited Nebraska public libraries for internships through the Nebraska Library Internship Grant Program. This project is supported in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Nebraska Library Commission.

This internship program works to introduce high school and college students to the work of Nebraska libraries. The internships are a recruitment tool, helping students to view the library as a viable career opportunity. Lincoln City Libraries has participated in this program in the past and found it to be beneficial. Leach requested authorization to submit a grant request of up to \$6,000 to provide for up to six interns. Berg moved to authorize staff to submit an internship grant to the Nebraska Library Commission for up to six interns. Second by Florence. Roll Call Vote: Sloan, Speicher, Berg, Florence, Hale, Marvin, Seacrest – aye. Motion carried 7-0.

**PRESIDENTS REPORT:** Marvin reported that she attended the recent staff inservice training day and was impressed with how well organized it was. The topic was diversity and it was

interesting to see all these staff persons utilizing and expanding their skills. The annual training calendar was also distributed and Marvin found it to be very impressive.

**LIBRARY DIRECTORS REPORT:** Garren Hochstetler, a new Librarian at Bennett Martin Public Library, was introduced.

Leach reported that staff is pulling together information regarding overdue fines and children's materials. Libraries around the country are eliminating overdue fees, especially on children's materials. The Committee on Administration will meet to discuss the staff recommendation prior to the November meeting.

Leach noted that she attended a Nebraska Library Association preconference session on advocacy and intellectual freedom. Our library has a very structured response when someone complains about material in the collection. We do not have a process when someone complains about meeting room use or programming. If someone felt that the way we present an event, or if an event is not appropriate, there is not a process that guides the response. We are researching this and how we can develop a formal process for Lincoln City Libraries.

It was reported that a total of 1,118 customer records were purged in September along with \$38,000 in uncollectable fines and fees. Per Board policy, records are purged when there has been no activity on the account for seven years.

Leach announced that November 1st is the date that we will be restoring evening hours at Bennett Martin Public Library. Funds were provided as part of the Fiscal Year 2018-2020 City Council approved budget to make this happen.

In late September we had incidents at Eiseley Branch with middle school aged students on the grounds exhibiting inappropriate behavior, fighting, etc. We are working with Goodrich Middle School and the Lincoln Police Department on reestablishing calm at the branch. We have always tried to have a very open policy but may need to establish setting limits on the number of people in the library at any one time. We do have security guards at the site and the Lincoln Police Department has been very responsive.

The library works closely with Prosper Lincoln's community agenda, especially with early childhood literacy and the Community Foundation's Read Aloud Lincoln grant. We have been working on a campaign that encourages dads to read to their children. The Dad Up and Read campaign will launch later this month.

The Library Director, Assistant Library Director, and Bennett Martin Public Library Public Services Manager will be visiting libraries in Wichita, Lawrence, and Shawnee Kansas later this week along with three Library Board members.

#### **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None

#### **TRUSTEE DEVELOPMENT**

The board was taken on a tour of the 4<sup>th</sup> and 1<sup>st</sup> floors of Bennett Martin Public Library, highlighting service areas that no longer serve the community well, and illustrate why the

building cannot serve as a library of the future. Tours of the lower level and second floor will be provided at the November meeting.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:15 a.m.