

# LIBRARY BOARD MEETING MINUTES

TUESDAY, APRIL 18, 2023 6:00 p.m.

EISELEY BRANCH LIBRARY

LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Dan Sloan, Rhonda Seacrest, Lisa Hale, Christopher Stewart, Donna Marvin, Joe Shaw, Nichole Bogen, present. Jackie Ostrowicki absent.

## OTHERS PRESENT

Ryan Wieber, Library Director; Traci Glass, Library Assistant Director; Paul Jones, Accountant; Gail McNair, Executive Director, Foundation for Lincoln City Libraries; Lisa Olivigni, Eiseley Branch Manager; Jen Jackson, Librarian; Sarah Dale, Admin Aide.

## CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Dan Sloan noted that a quorum was present and called the meeting to order at 6:00 p.m. He announced the Open Meetings Act was posted and available for review.

## APPROVAL OF AGENDA

President Sloan noted that the Agenda and Meeting Notice were posted according to the Open Meetings Act of the State of Nebraska. Sloan made note of two changes to the agenda. City Attorney, Jocelyn Golden is unable to attend, so item #4, Trustee Development, will not happen tonight. Additionally, he noted item 6.c.i. should read "Expenditures for March 2023" instead of "February 2023." Sloan asked for a motion to make the two noted amendments to the Agenda. Shaw so moved. Stewart seconded. There was no further discussion. **ROLL CALL VOTE:** Stewart, Hale, Marvin, Seacrest, Shaw, Sloan – AYE. Motion carried 6-0. Sloan then asked for a motion to approve the amended Agenda. Seacrest so moved. Shaw seconded. **ROLL CALL VOTE:** Hale, Marvin, Seacrest, Shaw, Sloan, Stewart – AYE. Motion carried 6-0.

## PUBLIC COMMENT ON AGENDA ITEMS

President Sloan noted that public comment is welcome and reviewed the public comment process for those attending. There was no public comment.

## APPROVAL OF MARCH 21, 2023 MEETING MINUTES

President Sloan noted the Minutes of the March 21, 2023 meeting had been submitted. Sloan asked for a motion to approve the Minutes. Hale moved approval. Seacrest seconded. Sloan asked for changes or corrections. Hale noted Coordinator Sergeant's name was duplicated under "Others Present." There was no further discussion, and Sloan asked for the vote. **ROLL CALL VOTE:** Hale, Marvin, Seacrest, Shaw, Sloan, Stewart – AYE. Motion carried 6-0.

## STANDING COMMITTEE REPORTS

### Committee on Administration

#### Approval of Recommendation for Appointment to the Library Board

President Sloan noted that the review of applicants to replace Stewart on the Library Board went well, the process was thorough and there were several great candidates to interview. The committee ultimately chose Morgan Gerteisen to recommend for appointment to the board. Seacrest moved approval. Shaw seconded. Discussion: Brief discussion followed. Director Wieber noted that if the process moves through the City Council as scheduled, Ms. Gerteisen will be seated in time for the May 16, 2023 Board Meeting. **ROLL CALL VOTE:** Seacrest, Shaw, Sloan, Stewart, Hale, Marvin – AYE. Motion carried 6-0.

### Committee on Buildings and Grounds

No Report.

### Committee on Finance

#### Approval of Monthly Recap of Expenditures for March 2023

Marvin reported total Operational Expenditures of \$823,892.86, total Expenditures from Other Funds as \$111,261.85 for Total Expenditures of \$935,154.71. There was no discussion. Marvin motioned approval. Shaw seconded. There was no discussion. **ROLL CALL VOTE:** Seacrest, Shaw, Sloan, Stewart, Hale, Marvin – AYE. Motion carried 6-0.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director Report

Gail McNair shared that the *Wine and Dine* event is April 27 and thanked all who have contributed. She encouraged those who haven't yet to RSVP as soon as possible. She noted that *Give to Lincoln Day* is scheduled for May 24, and as per their usual practice, the Community Foundation will begin accepting donations on their website on May 1<sup>st</sup> or she can take checks. Donations not specifically directed elsewhere will go to support children's services. *Coffee on the Patio* will be held Memorial Day, May 29, from 9 a.m. to 11:30 a.m. The top three One Book One Lincoln finalists will be announced. Thanks to Dan and Tamera and their staff at the Mill for hosting such an enjoyable event. McNair noted the Friends organization is excited to expand on the opportunities for book sales via Book Nooks and other upcoming opportunities at the branches. She reminded all that the Book Nooks have been quite successful, and serve multiple purposes; they provide funds, a community service, and homes for new books.

### One Book One Lincoln Report

Librarian Jen Jackson reported that using the new application process, six new members were added to the committee and have given great input. Four new members will be chosen for next year. Other improvements to the program included changing the vetting process of titles the committee can consider to include Graphic Novels and Young Adult titles. One of each of those made their way into the semifinals this year. Hopefully these changes will increase readership and participation. She shared that

the traditional “sneak peek” of the semifinalists will be enhanced this year with short videos created by the committee members which will be shared on the LCL website and social media. The promotional videos will be rolled out, two per week each Friday, beginning April 28. Each video invites viewers to attend *Coffee on the Patio* on Memorial Day. Please share the posts as they come out. Director Wieber commended the large time commitment and thoughtful and heartfelt effort put in by all the committee members.

## NEW BUSINESS

### Approve Surplus Property Report.

President Sloan noted that all had received a copy of the report in their packet, and asked Accountant Paul Jones for a report. Jones shared the process for disposing of surplus City property – items with remaining use can be sold, worn out items are disposed of. Brief discussion followed. Marvin moved the Board formally declare the listed assets as Surplus Property. Hale seconded. There was no discussion.

**ROLL CALL VOTE:** Marvin, Seacrest, Shaw, Sloan, Stewart, Hale – AYE. Motion carried, 6-0.

## PRESIDENT’S REPORT

President Sloan shared that he, among others present, attended the Volunteer Recognition event Sunday, and reminded all that it’s Volunteer Appreciation Week. The event was fun, and he encouraged Board members to attend such events.

He noted that this is Christopher Stewart’s last meeting. Director Sloan formally thanked Stewart for his service. “You were a terrific addition to the board, and I wish you well, but I wish you would stay.”

## ASSISTANT LIBRARY DIRECTOR’S REPORT

Assistant Director Glass shared updates on the parking lot resurfacing projects. Pavers will finish at Gere branch this week and Bethany will be closed for one day, tomorrow, while they complete that parking lot. There are several open positions for which the application process has recently closed or will close this week. Interviews are upcoming and they plan to have the vacancies filled quickly. She shared that a child-designed library card promotion will be held concurrently with Summer Reading, May 26-July 1. Kids 11 and younger can turn in their designs in person or electronically. A group of staff will narrow them down to three and present the final three to the public for their vote. Eco cards are being sourced. Once the winner is selected and cards printed, they will be offered as new or replacement cards at no cost. This dovetails with the upcoming change in policy from charging \$1 for any replacement library cards, to providing them at no cost. That policy change will come before the Board for approval in the upcoming months. Brief discussion followed.

## DIRECTOR’S REPORT

Director Wieber shared that he and AD Glass attended an inter-agency meeting that included the Planning Dept., LPS, and others to envision anticipated facilities needs looking out 5, 10 and 20 years hence. It was a great opportunity to lay out our needs and seek partnerships. The Committee on Administration met to discuss Law Department’s suggested code changes. Copies of the language

changes will be distributed. Over the next month or two the changes should go to the City Council for approval. Two new security cameras have been installed in the interior of Bennett Martin. Cameras near stairwells are planned. The new gate for the lower level will be installed tomorrow. Plans for a 2023 Strategic Planning process are moving forward and should be complete by the end of the calendar year. Director Wieber shared the second Message Mapping meeting has been held. Branch Managers, Coordinators, and Board Members have been working together to determine how to consistently deliver the library's message. A final small group will refine the message and bring it to the initial group as well as the Board. This messaging will play into the website redesign as well as the upcoming Strategic Planning process.

Lisa Olivigni, Eiseley Branch Manager shared that Eiseley not only staffs their branch, but also Williams and the Bookmobile. At full staff, that includes 27 people, so the scheduling is complex, but it almost always works out. Olivigni reported that she and her staff are very excited about the upcoming opening of the new Williams library, which will allow us to provide more public access service. She shared, down the road we're also excited about the two new Bookmobiles. Thanks for coming out to Eiseley, those who are unfamiliar with the library branch were invited for a tour.

Seacrest noted that she and other board members attended the Library's intellectual freedom training and commended the information and the presenters. Brief discussion followed.

## PUBLIC COMMENT

There was no public comment.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 6:36 p.m.