LINCOLN CITY LIBRARIES
LIBRARY BOARD MEETING MINUTES
TUESDAY, OCTOBER 21, 2014; 6:00 PM
ANDERSON BRANCH LIBRARY
3635 TOUZALIN AVENUE, LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT: Lowell Berg, Donna Marvin, Herb Schimek, Herb Friedman, Carol Speicher. Absent: Martha Florence, Kathy McKillip. A quorum was present.

OTHERS PRESENT: Pat Leach, Library Director; Julee Hector, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Business Office Accountant; Peter Jorgensen, Virtual Services Manager; Ron Cummings, Virtual Services Coordinator; Brenda Ealey, Gere Branch Manager; Sheila Jacobs, Eiseley/Williams/Bookmobile Manager; Kim Shelley, Anderson/Bethany Branch Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jeff Kirkpatrick, City Attorney.

The meeting was called to order at 6:00 p.m. by President Friedman. It was announced the Open Meetings Law of the State of Nebraska was posted.

APPROVAL OF AGENDA: The Meeting Notice/Agenda was posted according to the Open Meetings Law of the State of Nebraska. Speicher moved the agenda be approved as posted. Second by Schimek. Roll Call Vote: Berg, Friedman, Schimek, Speicher – aye; Marvin, McKillip, Florence – absent. Motion carried 4-0.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL September 16, 2014, MEETING MINUTES: Schimek moved to approve the minutes of the September 16, 2014, Library Board meeting as published. Second by Berg. Roll Call Vote: Friedman, Schimek, Speicher, Berg – aye; Florence, Marvin, McKillip – absent. Motion carried 4-0.

STANDING COMMITTEE REPORTS:

Committee on Administration – No report.

Marvin arrived at this time.

Committee on Buildings & Grounds – Berg reported the committee met on October 14, 2014, to review bid results for the Facilities Management and Snow Removal contracts. Since that time the bids for Courier Service have also been evaluated. Berg moved to award the facilities management contract to NAI FMA Realty at a cost up to $160,000 per year; award the snow removal contract to Nemaha Landscaping at a cost up to $30,000 per year; and award the courier service contract to Mail Management at a cost up to $39,103 per year. Second by Schimek. Each contract is a one year contract with the option for three renewals. Roll Call Vote: Marvin, Schimek, Speicher, Berg, Friedman – aye; McKillip, Florence – absent. Motion carried 5-0.

Berg reported that the facilities plan is being developed and will be presented to the Board in in a month or two.

Committee on Finance – Marvin provided a recap of expenditures for September 2014 listing claims in the amount of $778,988.96. Marvin moved approval of the report and payment of all claims. Second by Schimek. Roll Call Vote: Friedman, Marvin, Schimek, Speicher, Berg – aye; McKillip, Florence – absent. Motion carried 5-0.
SPECIAL COMMITTEE REPORTS

Main Library – Leach reported the committee met on October 8th. At that meeting the committee discussed changing the name of the project to “central” library rather than “main” library. The term central better describes the service area, doesn’t take anything away from the branch libraries, and is consistent with the practice of other cities. Schimek moved to approve changing the name of the project to Central Library. Second by Berg. Roll Call Vote: Speicher, Berg, Friedman, Marvin, Schimek – aye; McKillip, Florence – absent. Motion carried 5-0.

Central Library Marketing Committee - Friedman reported the committee met on September 30 with Carl Eskridge who provided insight on developing information for presentation to the City Council. Friedman stated the Board wishes to meet as a whole with the City Council at a pre-council meeting, make its presentation, provide packets of information, and make it clear the central library project needs to happen. A date for the pre-council has not yet been determined but January 2015 is the target. Prior to the pre-council meeting, one-on-one meetings will be scheduled with council members so that any questions or concerns can be addressed.

Leach reported that library staff is reviewing email addresses gathered for programming purposes as potential recipients of the Board’s position paper. Leach is also making contacts with service clubs to schedule presentations.

Foundation Liaison & Executive Director Report - Executive Director Gail McNair reported the book sale was a great success with goals being met. The Book Nook receipts were down in September but with the book sale that was to be expected. McNair encouraged everyone to visit the Idea Place LNK (ideaplaceLNK.com) at its Facebook page or website and forward on the posters that available there. McNair reported that she is refiling the Woods Fund grant application and is including funding for radio marketing. The Friends membership brochure is at the printers and should be in the mail in a week or so.

Lincoln Cares – No report.

One Book – One Lincoln – Marvin reported programming and events for The Light Between Oceans continues through November.

Technology – Committee Chair Speicher asked Library staff for an update on computer purchases and website revision. Rod Cummings, Virtual Services Coordinator, reported that over 100 computers have arrived, are being set up, and should be operational in short order at all branch libraries. The addition of the new computers will allow the library to replace all of the Windows XP computers. Peter Jorgensen, Virtual Services Manager, presented and reviewed a draft of the revised website. It is still very much a work in process. Work is being done to make the site visually pleasing in addition to being usable with great functionality. The plan is to launch the new website early next year.

PRESIDENT’S REPORT: Friedman reported he, Pat Leach, and Gail McNair met with representatives from the YMCA, Barb Bettin and Tom Huston, to discuss potential joint projects. The discussion was very encouraging.
LIBRARY DIRECTOR'S REPORT:

*Trustee Development* - Library Director Pat Leach explained that the City Attorney's Office annually provides updates to the Library Board on legal issues that may affect the library. City Attorney Jeff Kirkpatrick was introduced. Kirkpatrick explained that he wanted to provide information on three issues: 1) Open Meetings Laws, 2) Ballot Issues, 3) Board Authority.

1. Kirkpatrick reviewed the basics of the State of Nebraska's Open Meetings Law including the requirement that an agenda be publicly posted and that the public have an opportunity to attend. There is no requirement that the public be allowed to comment at all meetings. The Board may adopt a reasonable schedule for public comment.

A violation of the Open Meetings Law would occur if a quorum, four or more, of the Board discussed business outside of its posted public meetings. A quorum of Board members may attend social functions but those attending must be sure not to discuss library business. Library Board committees have no more than 3 members so that a quorum is not present. If a committee meets and a quorum is present and a vote is taken, there is the perception that a decision was made outside of the public process and could be challenged. The action would then be voided. The easy way to fix this would be to put the action item on the agenda for the next Board meeting. Needing to void the action is a problem, but the real issue is public perception. By violating Open Meetings Law a Board damages its credibility. The Library Board must be very transparent, especially now with the Central Library project.

Friedman noted that the current bylaws indicate that the Library Board president is an ex-officio member of all committees. In order to assure that a quorum is not present at committee meetings, that portion of the bylaws should be updated to reflect Open Meetings Law.

Kirkpatrick cautioned Board members about being careful when discussing library business via email. No more than three people may be included in email discussions. Members should be careful with the “reply all” feature in your email. Email discussions regarding library business are allowed with fewer than four members participating.

2. Kirkpatrick noted that he had spoken about advocating for ballot issues previously but wanted to remind staff and Board members that advocating for ballot issues, such as the Central Library project, doesn't become a problem until the City Council votes to put the matter on the ballot. Library staff can always provide information but can only advocate for the Central Library project until it is put on the ballot. Once on the ballot, staff must be neutral.

3. Kirkpatrick explained that the Library Board is an Administrative Board. The only other Board in the city similar in nature is the Lincoln Electric System Board. The Cable Advisory Board, Parks and Recreation Board, etc. are advisory boards and do not have power or control over city departments. The Library Board has no personnel responsibilities other than in hiring the Library Director and the Director's annual evaluation. The Library Board does have control over library service. It controls the hours the libraries are open and how the budget is expended, but at the end of the day, the budget has to be approved by the City Council. The Library Board, Mayor, and City Council have always worked together for the good of the community. Power flows back and forth. As an example, in 2008 when a new Library Director was hired, the Mayor wanted input into the process so the Mayor and Board negotiated a change in the process. The Library Director is now hired using a committee. The Library Board
does an annual evaluation which is used by the Mayor as part of his evaluation of the Library Director.

**Annual Report and Statistics Review** - Pat Leach reviewed the new layout of the monthly statistical report included with her Director’s Report. The new layout expands the comparisons of various activities with those from the previous year. The Fiscal Year 2013-14 statistics were reviewed.

**Adjustment of Library Public Service Hours** – Information about checkouts, visits, and meeting room use was shared prior to the meeting. Leach reviewed the current public service schedules at all locations.

Bennett Martin Public Library
Monday – Saturday 10 a.m. – 6 p.m.
Sunday 12 – 6 p.m.

Anderson, Eiseley, Gere, Walt, South Branches:
Monday – Thursday 10 a.m. – 8 p.m.
Friday – Saturday 10 a.m. – 6 p.m.
Sunday 12 – 8 p.m.

Leach has been considering reallocating Sunday evening hours from branch libraries to Bennett Martin Public Library (BMPL) to restore its evening hours. As we continue discussion of a new central library, we are learning more about the population in BMPL’s 2-mile service radius. It is larger than that of the four quadrant libraries and, with the exception of Williams Branch in Arnold Heights, it has the lowest per capita income. We believe that evening hours at BMPL would better serve this neighborhood.

Staff has observed, and statistics have confirmed, that the hours from 6 to 8 p.m. on Sundays at the five open branch libraries are not well used. Staff has discussed changing these Sunday hours from 12 – 8 p.m. to 12 – 6 p.m. This would result in 10 fewer open hours per week at branch libraries and would enable BMPL to be open 10 a.m. – 8 p.m. Monday – Thursday. BMPL’s public service schedule would be identical to the quadrant libraries. Current staff hours would be reallocated to reflect the schedule change.

The City Council is very interested in library public service hours. Leach continues to visit with Council members to address their concerns. The plan is to bring a schedule change to the Library Board for action in the next month or two.

Marvin asked for information regarding the cost to restore library hours to the pre 2008 level when BMPL and branches closed at 9 p.m.

Leach reported that she continues to meet with David Young regarding the potential fiber project.

Leach brought attention to the Aspen Institute report on re-envisioning public libraries and a Maker Spaces report. Maker spaces, also called discovery space, or fab labs, are public spaces where people can be creative and discover new information and ways to do things.
These spaces often include 3D printers, computers and software, and other equipment for discovery.

ASSISTANT LIBRARY DIRECTOR'S REPORT: Julee Hector reported that in addition to working with the Purchasing Department regarding proposals for facilities management, snow removal, and courier service as reported by Berg, she worked with the State boiler inspector to see that all library boilers were current on inspections. Hector was happy to report that all boilers passed inspection.

ADJOURNEMENT: There being no further business, the meeting was adjourned at 7:33 p.m.