

**LIBRARY BOARD MEETING MINUTES
TUESDAY, NOVEMBER 20, 2018
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA**

BOARD MEMBERS PRESENT: Lowell Berg, Lisa Hale, Donna Marvin, Rhonda Seacrest, Dan Sloan, County Liaison Walt Broer, **ABSENT:** Martha Florence, Carol Speicher. A quorum was present.

OTHERS PRESENT: Pat Leach, Library Director; Julee Hammer, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Julie Beno, Public Services Coordinator; Carolyn Dow, Polley Music Librarian; Jodene Glaesemann, Walt Branch Manager; Vicki Wood, Youth Services Coordinator; Tammy Teasley, Support Services, Coordinator, Peter Jorgensen, Virtual Services Manager; Jeff Kirkpatrick, City Attorney; Denise Pearce, Mayor's Office.

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS LAW: President Marvin called the meeting to order at 8:00 a.m. announcing that 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. Berg moved to approve the agenda as posted. Second by Hale. Roll Call Vote: Berg, Hale, Marvin, Seacrest, Sloan – aye; Florence, Speicher – absent. Motion carried 5-0.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF MINUTES: Berg moved to approve the minutes of the October 16, 2018, meeting as distributed. Second by Hale. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Berg – aye; Florence, Speicher – absent. Motion carried 5-0.

STANDING COMMITTEE REPORTS:

Committee on Administration: The committee reviews all Library Board policies annually on a rotating basis. Thirteen policies were reviewed at a recent committee meeting.

Affirmation of Policies – Policies reviewed with no recommended changes include Authorization to Purge Late Fines and Fees from Library Circulation Records, Bookmobile Service Priorities, Cooperation with Nonpublic Entities, Customer Complaint, Internet Use, Minors in the Library, Naming of Facilities, Public Comment, Refreshments at Library Programs, Registration, Use of Common Areas in and Around Library Facilities. Sloan moved to affirm the policies as presented. Second by Berg. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Berg – aye; Florence, Speicher – absent. Motion carried 5-0.

Approval of Revised Fees Policy – Leach reported on requested changes to the policy including the elimination of overdue fines on youth materials. A Library staff committee looked into fines and fees after a lot of conversation regarding eliminating overdue fines on youth materials. The committee's report was included in the Board's meeting packet.

Based on experience, it is believed that elimination of overdue fines on youth materials will increase access and circulation of materials. Early childhood literacy is a primary focus in the community and the library needs to pay attention to barriers to use of its resources. At Lincoln

City Libraries we are seeing lopsided use patterns based on the income level of the area served.

Fees would continue to be assessed for lost or damaged youth materials. It was noted that in general, cities that have eliminated overdue fines do not find that people keep the materials longer. We estimate a fiscal impact of loss in fine revenue up to \$125,000 annually. It is a concern but we feel that it can be covered with savings elsewhere in the budget.

Vicki Wood, Youth Services Coordinator and chair of the staff committee, noted that the committee worked for several months prior to making this recommendation. One of the most interesting things found was the difference between Eiseley and Walt Branch libraries and the use of their materials. Those libraries are mirror images of each other, have the same collection, the same hours of operation, opened on the same day, but Eiseley Branch has a much lower circulation rate, especially of youth materials. Fines appear to be a barrier for those families using the library. The committee also noted that teachers in the community have been asking to check out youth materials fine free for some time. Many teachers supplement their school offerings with public library material. This will have a positive impact on their use.

Sloan moved to approve the revisions to the Fees Policy. Second by Berg. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Berg – aye; Speicher, Florence – absent. Motion carried 5-0.

Approval of Revised Materials Selection Policy - Leach reported that the updates to the Materials Selection Policy add needed references to maintenance of the collection. The policy title would also be updated to Materials Selection and Maintenance Policy.

Hale moved to approve the revised Materials Selection Policy. Second by Sloan. Roll Call Vote: Marvin, Seacrest, Sloan, Berg, Hale – aye; Speicher, Florence – absent. Motion carried 5-0.

Committee on Buildings and Grounds

Facilities Plan Update Report – Berg reported that the committee has been working with library staff to update the Mach 2015 Facilities Plan. The update is taking into consideration new projects as well as projects that have been completed. Staff is in the process of updating costs. The plan will be shared after the updated costs are available, perhaps in December 2018.

Approval to Proceed with Energy Services Company (ESCO) – The committee is bringing forward a proposal to approve a contract with Schneider Electric for an ESCO project for six branch libraries totaling \$2,176,463. In an ESCO project the company presents a plan to upgrade energy-related systems that will result in savings in energy, maintenance, and expected capital costs. The company acts as the contractor in overseeing the project and making the upgrades. Energy and maintenance savings help to pay for the annualized cost of the project.

Berg moved to approve moving forward with the project and forwarding to the City Council. Second by Seacrest. Leach reported that the project comes before the Library Board due to the size of the project, and because the City's agreements regarding ESCO projects require the City Council to approve the project. Library staff has worked in close cooperation with Frank Uhlarik, the City's Sustainability Officer, and Brandon Kauffman, the City's Finance Director, in developing the plans and time line for this project.

The city held a bid/hiring process which brought Schneider Electric to the city to act as a provider. Schneider has done an audit of our systems and the project list is the outcome of extensive study of our systems on their part.

Berg noted that at points during the project, some branches may be closed for the work to be accomplished.

Roll Call Vote: Marvin, Seacrest, Sloan, Berg, Hale – aye; Florence, Speicher – absent. Motion carried 5-0.

Approval to Award Cleaning Contract: Berg moved to award the annual cleaning services contract to BMI Janitorial Group at a cost not to exceed \$128,400. Second by Seacrest. Roll Call Vote: Seacrest, Sloan, Berg, Hale, Marvin – aye; Florence, Speicher – absent. Motion carried 5-0.

Finance Committee Report

Recap of Expenditure - Hale presented the Recap of Expenditures listing total claims in the amount of \$846,246.59 from all funds. Hale moved approval of the report and payment of all claims. Second by Berg. Roll Call Vote: Sloan, Berg, Hale, Marvin, Seacrest – aye; Florence, Speicher – absent. Motion carried 5-0.

NEW BUSINESS

Polley Music Library Annual Report 2018 – Leach noted that the annual report and program plan was included in the meeting packet. Lillian Polley's original directive for her trust required an annual process for the Polley Music Library including an action plan, which is approved by the Library Board, and then forwarded to the Polley Advisory Board. Carolyn Dow, Polley Music Librarian, addressed the Board and thanked the past board members who had the foresight to accept the Polley gift. It has been a wonderful asset for the community. Dow noted that she will be retiring as of November 28th. Leach stated that the process to replace Carolyn Dow has begun and congratulated and thanked Carolyn for her years of dedicated service.

Berg moved to approve the Polley Library Service Report and Program Plan as presented. Second by Hale. Roll Call Vote: Sloan, Berg, Hale, Marvin, Seacrest – aye; Florence, Speicher – absent. Motion carried 5-0.

LIBRARY BOARD PRESIDENT'S REPORT

Marvin thanked Vicki Wood and the committee for all the research they did to revise the fees policy. It is an eye-opener to realize the daily struggles of people living in poverty.

With the upcoming Mayoral election, it may be appropriate for a committee to meet with candidates to educate them on the Central Library project. We will continue to lay groundwork for a future bond issue.

On behalf of the Board and staff of Lincoln City Libraries Marvin thanked the Foundation and its volunteers for their work on the 2018 book sale reading a letter of thanks into the record.

Gail, Michelle, and Book Sale Volunteers:

On behalf of Lincoln City Libraries, the Library Board of Trustees extends its sincere thanks to the Foundation for Lincoln City Libraries and its Friends and Volunteers for another successful book sale with record breaking sales.

We recognize that it is no small effort to train volunteers, sort donations, and prepare items for the sale throughout the year, in addition to the energy it takes to find new homes for more than 100,000 books, CDs, DVDs, and magazines during the four days of the sale.

Your contributions of time and effort impact the services the library offers the community by freeing up library staff for other purposes, and by the purchase of additional materials with the funds raised at the book sale. Your dedication reflects the importance of literacy and makes a great difference to the quality of life of the entire community.

Please know that we are grateful to each and every one of you.

Berg moved to adopt the letter and forward to the Foundation with the Board's thanks. Second by Seacrest. Roll Call Vote: Sloan, Berg, Hale, Marvin, Seacrest – aye; Florence, Speicher – absent. Motion carried 5.0.

LIBRARY DIRECTORS REPORT

Leach stated that she will be making the annual lost materials report at next month's meeting. The number of library accounts purged in October 2018 for non-use was 587 along with \$22,148 in uncollectable fines and fees.

Leach provided information about programs, events, and outreach activities hosted by the library each month, totaling almost 200. Information about library events can be found on the library's website as well as Facebook and Twitter.

Trustee Development – Donna Marvin, Lowell Berg, and Lisa Hale along with library staff Pat Leach, Julee Hammer, and Julie Beno, toured three libraries in Kansas October 19th and 20th. Slides and information from those visits were shared along with their impressions of the libraries in Lawrence, Wichita, and Johnson County.

In response to a question by Seacrest regarding square footage costs, Leach explained that it is difficult to compare costs because of differences in each project. Leach will be reviewing our cost chart and will provide comparison information next month.

Hale highly recommended that a Return on Investment study be undertaken noting it would be well worth our time. The State of Kansas did one, perhaps we can get copies.

PUBLIC COMMENT: Seacrest exhibited a copy of Foundry, a quarterly publication of The Foundry, a community for nonprofits and socially minded businesses to gather and create a positive, everlasting impact on Lincoln. The issue features Pat Leach.

ADJOURNMENT: There being no further business, the meeting adjourned 9:20 a.m.