

**LIBRARY BOARD MEETING MINUTES
TUESDAY, JUNE 18, 2019; 6:00 PM
BENNETT MARTIN PUBLIC LIBRARY
136 S 14TH STREET, LINCOLN, NEBRASKA**

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

OTHERS IN ATTENDANCE: Pat Leach, Library Director; Julee Hatton, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Business Office; Peter Jorgensen, Virtual Services Manager; Brenda Ealey, Gere and South Branch Manager; Julie Beno, Adult Services Coordinator; Amy Huffman, Public Information Specialist; Gail McNair, Foundation Executive Director; Jeff Kirkpatrick, City Attorney; Adelle Burk, Mayoral Aide.

CALL TO ORDER AND ANNOUNCEMENT OF OPEN MEETINGS LAW: Marvin called the meeting to order at 6:00 p.m. announcing the posting of the Open Meetings Law of the State of Nebraska.

APPROVAL OF AGENDA: The agenda was posted according to the Open Meetings Law of the State of Nebraska. Berg moved to approve as posted. Second by Hale. Roll Call Vote: Berg, Hale, Marvin, Sloan – aye; Florence, Seacrest, Speicher – absent. Motion carried 4-0.

INTRODUCTIONS: Public Information Specialist Amy Huffman and Mayoral Aide Adelle Burk were introduced.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF MINUTES: Hale moved to approve the minutes of the May 21, 2019, meeting as distributed. Second by Sloan. Roll Call Vote: Berg, Hale, Marvin, Sloan – aye; Florence, Seacrest, Speicher – absent. Motion carried 4-0.

STANDING COMMITTEE REPORTS:

Committee on Administration:

The committee met to review policies and recommended changes. Leach reviewed requested changes to policies.

- Policy: Behavior: Inappropriate and/or Illegal Conduct
 - p. 2, “bartering” has been added to the Level 2 offense list as another example of commercial activity, reflecting recent incidents at Bennett Martin Public Library.
 - p. 3, “Harassment of library staff, contracted vendors, or customers” has been added, to make clear that this kind of behavior is not permitted. This reflects recent activity where particular staff members or security guards

have been the focus of hostile attention. It also reflects unwanted behavior toward staff that could be interpreted as flirting.

- p. 3, “Usage of a device to intentionally expose staff to sexually graphic images” has been added. This addition reflects behavior that has been observed, that a customer (usually male) will request assistance from a staff member (usually female), apparently to see her reaction to sexually graphic imagery onscreen. Staff may allow some leeway. For example, from time to time a situation may arise where a sexually graphic image appears on the screen, and the computer freezes up.
- p. 3, “Candles, incense, pyrotechnics, or any type of flame” has been added to the list of Level 4 offenses. This is a general safety rule and reflects the need to address recent behaviors, including lit incense at the library.
- p. 3, “Hateful conduct, meant to incite violence, directed at customers, staff, or contracted vendors who are members of a protected class” has been added to the list of Level 4 behaviors. Recent incidents have bordered on this kind of behavior.
- Policy: Fees
 - 3D printing fee has been revised to “\$1 per hour or portion of an hour, of printing time.” This reflects our experience with printing for customers. We’ve learned that time is a better reflection of the library’s cost than the amount of filament used.
- Policy: Library Rules
 - Rule 1:
Addition of “Harassment, engaging in threatening, unwanted speech or behavior,” as explained in Behavior Policy revision.
Addition of “disregarding staff instructions/requests” reflects situations where staff clearly told a customer what to do in order to be safe in a situation, and the customer disregarded the instructions.
 - Addition of Rule 5: “Engaging in the burning of candles, incense, pyrotechnics or any type of open flame is prohibited” as explained in Behavior Policy revision.
 - Addition of Rule 6: “Operation of Unmanned Aircraft Systems (drones) for non-library purposes or events is not allowed in library facilities or on library property.” This is a general safety rule.
 - Revision to Rule 12: “bartering” has been added to the list of unacceptable behaviors.
- Policy: Privacy
 - In item 2, “social media” has been added to the list of avenues where a person’s photo might appear, reflecting the importance of social media in spreading the word about library services.

Berg moved to approve the revisions to the Behavior, Fees, Library Rules, and Privacy policies as requested. Second by Hale. Roll Call Vote: Berg, Hale, Marvin, Sloan – aye; Florence, Seacrest, Speicher – absent. Motion carried 4-0

Leach reported that all policies are reviewed every three years on a rotating basis. The Circulation, Meeting Room, Notices, Security Camera, Volunteer, and Waiving Charges policies were reviewed by the Administration Committee with no recommended changes. Berg moved to affirm the policies. Second by Sloan. Roll Call Vote: Berg, Hale, Marvin, Sloan – aye; Florence, Seacrest, Speicher – absent. Motion carried 4-0

Committee on Buildings and Grounds – No report.

Committee on Finance

Approval of Recap of Expenditures – Hale reported on the recap of expenditures for May 2019 listing claims in the amount of \$941,005.09 from all accounts. Hale moved approval of the report and payment of all claims. Second by Berg. Roll Call Vote: Berg, Hale, Marvin, Sloan – aye; Florence, Seacrest, Speicher – absent. Motion carried 4-0

Nominating Committee

Marvin stated there is no report but the committee will be working on a slate of officers to present next month.

SPECIAL COMMITTEE REPROTS:

Central Library – Marvin reported the committee has not met but continues to work behind the scenes to plan a meeting with the new mayor and staff about a potential project on the Pershing site.

Foundation Executive Director – McNair reported that the Book Nooks continue to bring in additional money from book sales as well as sales through the used book vendor Thrift Books.

The 2019 book sale is open to the public September 19 - 22. The preview sale is Wednesday, September 18. Preview Sale tickets go on sale June 19th at a cost of \$45.

McNair reported that the number of Friends and NLHA members are down slightly but the dollars contributed are up. The Wine and E receipts were down netting approximately \$23,000. Sponsorships were down as well as ticket sales. The Foundation will be re-evaluating the event to identify potential changes or discontinuation of the event. Receipts from the Community Services Fund totaled \$10,192 through work place giving. There is not a final report for the recent Give to Lincoln Day but preliminary reports show that the Foundation received \$25,890 in donations, not including the matching funds.

Special thanks to Dan and Tamara Sloan for hosting the Coffee on The Dock on May 27 and library staff for the announcement of the One Book – One Lincoln Community Reading Program finalists.

McNair announced that the annual spelling bee will be the evening of September 25. Everyone was encouraged to attend, sponsor a speller, or buy a letter of the alphabet.

State Aid Allocation: Lincoln City Libraries has received \$47,802.00 in State Aid this year. Leach requested authorization to expend the funds for technology in the amount of \$5,000.00, staff conferences and continuing education in the amount of \$25,000.00, and media in the amount of \$17,802.00. Leach noted that the City allows staff to attend conferences, but does not include conference expenses in operational budgets except in very limited circumstances. These funds will allow staff to attend local, state and national conferences. Berg moved to authorize expenditure of State Aid funds as requested. Second by Hale. Roll Call Vote: Sloan, Berg, Hale, Marvin – aye; Seacrest, Speicher, Florence – absent. Motion carried 4-0.

Approval of Surplus Property: Leach requested authorization to surplus 16 meeting room tables, 5 chair dollies, and 105 stacking chairs as listed in the surplus property memo. Sloan moved to approve the request, second by Hale. Roll Call Vote; Sloan, Berg, Hale, Marvin – aye; Speicher, Florence, Seacrest – absent. Motion carried 4-0.

PRESIDENTS REPORT: None

LIBRARY DIRECTOR'S REPORT:

Leach discussed security issues, especially sight lines and security cameras. When designing libraries staff and architects work together to assure safety issues are addressed including sight lines from service desks, control of entries, visibility of study rooms and meeting rooms, as well as lighting inside and outside the facility.

Leach reported that she is reviewing requests to add additional cameras to areas outside of library buildings at a cost of approximately \$30,000.00.

Library Board applications are currently being accepted to fill the upcoming vacancy when Carol Speicher completes here term. The deadline to receive applications is July 10th.

The Nebraska Book Festival will have a separate Nebraska Children's Book Party as part of the event. Lincoln City Libraries will host the event at Eiseley Branch featuring Janice Harrington as the featured storyteller.

Last week librarians and a social worker from Baltimore's Enoch Pratt Free Library visited Lincoln. The visit focused on sharing information about Read Aloud Lincoln and Lincoln Homeless Coalition. Lincoln and Baltimore both have received federal grants from the Institute of Museums and Library Services. Lincoln is focusing on reading aloud while Baltimore is focusing on social work and the homeless. It was a successful visit with staff from both cities sharing and learning from each other.

PUBLIC COMMENT: None

ADJOURNMENT: There being no further business, the meeting adjourned at 6:50 p.m.