

**LIBRARY BOARD MEETING MINUTES  
TUESDAY, JULY 16, 2019; 8:00 AM  
BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA**

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

**OTHERS IN ATTENDANCE:** Pat Leach, Library Director; Julee Hatton, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Brenda Ealey, Gere and South Branch Manager; Rebecca Aracena, Support Services Manager; Gail McNair, Foundation Executive Director; Adelle Burk, Mayoral Aide; Jeff Kirkpatrick, City Attorney.

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

Marvin called the meeting to order at 8:00 a.m., announcing the posting of the Open Meetings Law of the State of Nebraska.

**APPROVAL OF AGENDA:**

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

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**APPROVAL OF MINUTES:**

Berg moved to approve the minutes of the June 18, 2019, meeting as distributed. Second by Seacrest. Roll Call Vote: Florence, Marvin, Seacrest, Sloan, Berg – aye; Hale, Speicher – absent. Motion carried 5-0.

(Lisa Hale and Carol Speicher arrived at this time.)

**STANDING COMMITTEE REPORTS:**

**Committee On Administration:**

*Recommendation for Appointment to the Library Board* – Marvin reported the committee met to review the applications of 28 individuals who expressed interest in serving on the Library Board. After thorough review, the committee recommends, in priority order, Joe Shaw, Kelli Cunningham, or Sue Quambusch for appointment to the board. Mr. Shaw's experience in non-profit and governmental management as well as connections to an underserved part of the community are strengths that would be beneficial to the Board at this time. Kelli Cunningham and Sue Quambusch would also bring experience to the board that would be beneficial.

Berg moved to approve the recommendation of the committee and forward it to City Council. Second by Hale. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Speicher, Berg, Florence – aye. Motion carried 7-0.

**Buildings and Grounds:**

Julee Hatton provided updates on the ESCO energy savings project. Replacement of lighting with LED bulbs is underway and should be complete the first week of August. The work is being done at night after the libraries close in order to not interrupt public services. The HVAC replacement projects have been delayed by one month due to a delay in shipping equipment. Anderson Branch will be done in September as planned but Gere Branch has been moved to October rather than August as originally planned.

**Committee on Finance:**

*Recap of Expenditures* – Hale reported on the recap of expenditures for June 2019 listing claims in the amount of \$863,743.97 from all funds. Hale moved approval of the report and payment of all claims. Second by Berg. Roll Call Vote: Hale, Marvin, Seacrest, Sloan, Speicher, Berg, Florence – aye. Motion carried 7-0.

*Line Item Adjustments* – Leach reported that staff met with the Finance Committee to review the end of year report, and requested a motion to allow the business manager to make adjustments within the line items of the overall budget. At this time a projected surplus of \$400,000.00 is estimated. It is an estimate as there may be projects that funds need to be encumbered in order to complete. For example, we have heat pump units that need addressing at Eiseley and Walt branch libraries. The projected surplus is higher than normal due to vacant positions. Any surplus funds will be carried over to next fiscal year.

Hale moved to approve the line item adjustments to account for fiscal year expenditures. Second by Florence. Roll Call Vote: Marvin, Seacrest, Sloan, Speicher, Berg, Florence, Hale – aye. Motion carried 7-0.

**Nominating Committee:** Marvin reported the committee met to develop a slate of officers for fiscal year 2019-2020. The recommendation is to elect Lowell Berg as President, Lisa Hale as Vice President, and Dan Sloan as Treasurer effective September 1, 2019. Seacrest moved to approve the recommendation, second by Speicher. Roll Call Vote: Seacrest, Sloan, Speicher, Berg, Florence, Hale, Marvin – aye. Motion carried 7-0.

**SPECIAL COMMITTEE REPORTS:**

**Central Library:**

Marvin reported the committee will be meeting in August.

**Foundation for Lincoln City Libraries:**

McNair reported on preparations for the upcoming book sale and spelling bee in September. The Foundation Board will be meeting on July 18 and will be authorizing disbursement of \$18,000 to the Library from miscellaneous donor directed donations.

Recent receipts include Give to Lincoln Day results of \$27,340.43. Coffee on the Dock of The Mill brought in donations of \$1,257.01. Used book sales through Thrift Books have resulted in an additional \$1,173.22 since the last sale and Book Nooks have brought in \$8,318.51 through June of this year. The Whole Foods Bag Program receipts are \$818.64.

**PRESIDENTS REPORT:** Marvin reported that she, Pat Leach, Lowell Berg, and Gail McNair met with Adelle Burk and Jennifer Brinkman regarding the Central Library project. The meeting was informative and we hope to have more information soon.

**DIRECTOR'S REPORT:** Pat Leach thanked Donna Marvin for her work as President as she nears the end of her Presidency, and also thanked Carol Speicher for her work on the Library Board as she nears the end of her seven-year term.

Leach reviewed the fiscal year 2019-2020 closing schedule noting that in addition to regularly observed holidays, the libraries will be closed on September 20 for Staff Inservice Training Day. This year the training will focus on reader's advisory.

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By tradition, the libraries are also closed the Sunday before Memorial Day and Labor Day to allow staff a two-day weekend with their families. This year, Christmas Eve has been added as a day the libraries are closed in addition to Christmas day. Use of the libraries on Christmas Eve is very low. No extra holiday pay is given to staff for these extra days. Schedule adjustments or leave are to be used. Leach has consulted with the Human Resources Director to ensure that there are no issues with bargaining units.

Leach participated in the orientation of new City Council members. She will be scheduling additional time with Council members in the near future.

Lincoln City Libraries, along with libraries around the country, is partnering with the US Census to help to get the word out about the 2020 census and assure an accurate count.

The library had the support of several interns over the summer. In June they took a day to visit every branch library and have lunch together. The interns are high school and college age, and it is enjoyable to watch them interact and learn from each other.

It was announced that Scott Scholtz is the new Polley Music Librarian.

As part of the Nebraska Book Festival, Lincoln City Libraries will be hosting an associated event at Eiseley Branch Library. The Nebraska Children's Book Party will be held on September 17 featuring Janice Harrington, family oriented activities, book vendors, and community organizations. Harrington is originally from Lincoln and has provided well-received programs for the library in the past. LeadUp, a student organization at North Star High School, will assist with activities as well as spend time with Harrington.

**PUBLIC COMMENT:** None

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:45 a.m.