LIBRARY BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 17, 2019; 4:00 pm
BENNETT MARTIN PUBLIC LIBRARY
136 S. 14th STREET, LINCOLN, NE

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

OTHERS PRESENT: Pat Leach, Library Director; Julee Hatton, Assistant Library Director; Paul Jones, Accountant; Rebecca Aracena, Acting Support Services Coordinator; Julie Beno, Public Services Coordinator; Rod Cummings, Virtual Services Coordinator; Brenda Ealey, Gere and South Branch Manager; Student Alicia Miller; Jeff Kirkpatrick, City Attorney.

CALL TO ORDER AND ANNOUNCEMENT OF OPEN MEETINGS LAW: Berg called the meeting to order at 4:00 p.m. announcing that the Open Meetings Law of the State of Nebraska was posted and available for inspection.

APPROVAL OF THE AGENDA: The Agenda/Meeting Notice was posted according to Open Meetings Law. Sloan moved to approve the agenda as posted. Second by Marvin. Roll Call Vote: Berg, Marvin, Seacrest, Shaw, Sloan – aye; Florence, Hale – absent. Motion carried 5-0.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF AUGUST 20, 2019, MEETING MINUTES: Marvin moved to approve the minutes of the August 20, 2019, meeting as distributed. Second by Sloan. Roll Call Vote: Marvin, Seacrest, Sloan, Berg – aye; Shaw – abstain; Florence, Hale – absent. Motion carried 4-0.

STANDING COMMITTEE REPORTS:
Committee on Administration – No report.

Committee on Buildings & Grounds – Marvin moved to award the snow removal contract to Vasa Construction at a cost not to exceed $40,000.00. Second by Seacrest. This is a one-year-contract with the option to renew for three additional years. The amount of the contract will vary depending on the amount of snow. If the cost exceeds $40,000.00, a request for additional funds will be brought to the Board for approval. Roll Call Vote: Marvin, Seacrest, Shaw, Sloan, Berg – aye; Hale, Florence – absent. Motion carried 5-0.

Finance Committee – Sloan reported on the Recap of Expenditures for August 2019 listing claims in the amount of $1,767,853.10 from all funds. There were three pay periods in August as well as Capital Improvement expenditures which pushed the total expenditure above the norm. Sloan moved to approve the report and payment of all claims. Second by Seacrest. Roll Call Vote: Marvin, Seacrest, Shaw, Sloan, Berg – aye; Florence, Hale – absent. Motion carried 5-0.

SPECIAL COMMITTEE REPORTS:
Central Library – Berg reported that the committee is in the process of educating the new city administration on the Central Library project. A small group will meet with the Mayor soon.
Leach reported on a design institute sponsored by Library Journal that will be held in Austin, Texas, in October. At the institute librarians and architects work on design challenges submitted by librarians. Julee Hatton recently attended an institute in Colorado Springs. Leach submitted a design challenge regarding tax sensitively eroding library support as it relates to bond issues or tax levies. Are designers responding in any particular way to bring costs down? The challenge was accepted and will be part of the conversation. Leach, Hatton, Berg, and Hale will attend the Austin institute. We have been asked several times if we could bring the cost of our project down. This challenge may allow us to respond to that question with supporting data.

**Foundation Report - **No report.

**One Book – One Lincoln -** No report.

**NEW BUSINESS:**

**Approval of Computer Purchase** – Leach requested authorization to purchase fifty personal computers from Dell according to established City purchasing process, at a total not to exceed $35,000.00. The funding source is Keno. Rod Cummings, Virtual Services Coordinator, reported that the computers being replaced are too old to use elsewhere and will be recycled according to City of Lincoln procedures. Marvin moved to approve the purchase as requested. Second by Sloan. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Marvin – aye; Florence, Hale – absent. Motion carried 5-0.

**PRESIDENT’S REPORT:** Berg thanked Marvin for her past year of service as President.

**Announcement of Committee Appointments** – The committee assignments were forwarded to the Board as part of the meeting packet. A copy of the listing is appended to the minutes for the record.

Berg reported this could be a watershed year. At some point we need to give direction to city administration regarding the Central Library. We also need to find a balance with the homeless situation in Lincoln, in particular at Bennett Martin Public Library, and in general just make our libraries stronger. Berg noted that he appreciates everyone’s input and willingness to serve on the Library Board.

**LIBRARY DIRECTOR’S REPORT:** Leach introduced Alicia Miller, a library student at UNO, who is observing the Library Board in action after interviewing Julee Hatton earlier in the day.

The Mayor’s State of the City Address was held earlier in the day. Mayor Leirion Gaylor Baird’s administration has five areas of focus, among them Lincoln Forward (economic development), Resilient Lincoln (climate change), One Lincoln (inclusivity), Engage Lincoln (civic engagement), and Lincoln Innovates (technology and streamlining). The library ties very well into moving the city forward. A library is one of the amenities and functions that people look at when moving here. The library connects with education and innovation as important to the future of the city.

Julee Hatton attended a design institute in Colorado Springs, CO, which included smaller projects addressing outgrowing your buildings as a city grows, and how buildings need to change as use changes. It was a very interesting institute and well worth attending, especially being able to visit with other librarians on common issues.
Leach reported that we have been having discussions regarding what appears to be a uptick in the homeless population and their behavior in and outside of the library. Earlier this year we began to see the intensity of interactions with customers who appear to live on the street. We have not experienced physical violence within the building but are seeing an increased amount of yelling and threatening behavior. The library hosted a meeting last week inviting representatives from the Library Board, CenterPointe, Cedars, Matt Talbot, City Mission, Lincoln Community Foundation, Lulu’s, Urban Development, Lincoln Police Department, City Attorney, as well as library staff. It was suggested that the number of homeless individuals has not increased downtown, but the location where they congregate has. With the library being open to everyone and Lulu’s now providing a warm meal, homeless individuals are gathering here, where the services are. Lincoln Police Department is not aware that crime has increased but will do some research. It was suggested that a follow up meeting be held regarding recreating a downtown place for people who are homeless to be during the day. CenterPointe does have an outreach person who visits the library on a weekly basis and Matt Talbot has agreed to do so also.

Leach reported that the library is expanding its staff training to include regrouping after a traumatic event. Are there ways that our staff can talk to customers to reestablish a feeling of safety? This will be an ongoing response as this is not a library issue, but rather a community issue. We will work in concert with others in the community to work with the people who are already here. Berg invited others to participate in upcoming meetings if they are interested. We have made a first step and will continue to monitor the situation.

**Lost Materials Report:** Leach reported that during Fiscal Year 2018-2019 the library had a loss rate of 0.33% Out of the 2.6 million physical items loaned, just over 8,700 items were not returned.

**Purge of Customer Accounts:** Per Library Board policy, staff purged 13 records for nonuse with $88.89 in uncollectable changes on those records.

Leach reported on the impact of end of year spending on downloadable materials. Rebecca Aracena, Acting Support Services Coordinator, provided a report showing that during we purchased 5,092 copies of materials compared to an average of 650 in April, May, and June including eBooks and audio books. The impact of these added copies decreased wait time from 32 days to 26 days. It is difficult to keep up with the requests and we are seeing an increase in the number of holds for the items ordered.

**TRUSTEE DEVELOPMENT:** City Attorney Jeff Kirkpatrick presented information about political activity in light of a potential ballot issue, Open Meetings Law, Board relationship with City Council and Mayor, and First Amendments issues especially as they relate to petitioners and signature gathering.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:17 p.m.