LIBRARY BOARD MEETING MINUTES
TUESDAY, OCTOBER 15, 2019; 8:00 AM
BENNETT MARTIN PUBLIC LIBRARY
136 S. 14th STREET, LINCOLN, NEBRASKA

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

OTHERS PRESENT
Pat Leach, Library Director; Julee Hatton, Assistant Library Director; Paul Jones, Accountant; Tina Queen, Office Specialist; Rod Cummings, Virtual Services Coordinator; Brenda Ealey, Gere and South Branch Manager; Peter Jorgensen, Virtual Services Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jeff Kirkpatrick, City Attorney.

CALL TO ORDER AND ANNOUNCEMENT OF OPEN MEETINGS LAW
Berg 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 THE AGENDA
The Agenda/Meeting Notice was posted according to Open Meetings Law. Marvin moved to approve the agenda as posted. Second by Florence. Roll Call Vote: Berg, Florence, Hale, Marvin, Seacrest, Shaw – aye; Sloan – absent. Motion carried 6-0.

PUBLIC COMMENT ON AGENDA ITEMS
None

APPROVAL OF SEPTEMBER 17, 2019, MEETING MINUTES
Marvin moved to approve the minutes of the September 17, 2019, meeting as distributed. Second by Shaw. Roll Call Vote: Florence, Hale, Marvin, Seacrest, Shaw, Berg – aye; Sloan – absent. Motion carried 6-0.

STANDING COMMITTEE REPORTS
Committee on Administration
No report.

Committee on Buildings & Grounds
Approval of Renewal of Courier Service Contract – Staff requested authorization to renew the contract with Mail Management Services for courier service between libraries in an amount not to exceed $54,000 for the year. This is the first of three allowed renewals. Mail Management Services currently provides our courier service and staff has been pleased with its work. Approval moved by Seacrest, second by Shaw. Roll Call Vote: Hale, Marvin, Seacrest, Shaw, Berg, Florence - aye; Sloan – absent. Motion carried 6-0.

Approval of Renewal of Janitorial Contract – Leach requested approval to renew the contract with BMI Janitorial Group for cleaning services for a one-year term in an amount not to exceed $128,400.00. This is the first of three available renewals. BMI currently provides cleaning services and their work has been
satisfactory. Approval moved by Marvin, second by Shaw. Roll Call Vote: Marvin, Seacrest, Shaw, Berg, Florence, Hale – aye; Sloan – absent. Motion carried 6-0.

Finance Committee Report – Hale reported on the Recap of Expenditures for September 2019 listing claims in the amount of $811,837.49 from all funds. Hale moved to approve the report and payment of all claims. Second by Marvin. Roll Call Vote: Marvin, Seacrest, Shaw, Berg, Florence, Hale, – aye; Sloan – absent. Motion carried 6-0.

SPECIAL COMMITTEE REPORTS
Central Library – Berg reported that the committee has not met. The project is in a holding pattern until direction is received from the Mayor’s office. A small group will be meeting with the Mayor and will report at the next board meeting. Two Board members and two staff members attended the Library Journal Design Institute in Austin, TX. A report on that visit will be made by the Library Director.

Foundation for Lincoln City Libraries - The book sale went well. Preliminary reports show that gross receipts were $106,843.10 which means that the net sales, less the percentage for the Foundation, results in payment to the library of $55,773.34. That is about $5,000 less than last year. There was only an eleven-month period of time between sales this year and last year rather than the usual twelve months. 12,000 pounds of books not sold were sent to Thrift Books for online sale, so additional funds will be received as those are sold. McNair reported that they are always looking at ways to tweak the sale, recruit more volunteers, and reduce expenses. Book donations are going up as the aging population downsizes and clears out collections of books. A large donation from a book store in Hastings has been received. That donation will be evaluated and may go directly to Thrift Books for sale rather than having our volunteers sort and store until the next sale.

McNair reported that the Spelling Bee was also successful and the annual membership drive will be launching soon.

One Book – One Lincoln – Leach reported that the author Lauren Markham will be visiting Lincoln next month. Details will be announced soon.

NEW BUSINESS
Authorization to Submit Application for Nebraska Library Commission Internship Grant – Leach requested authorization to submit a grant application to the Nebraska Library Commission for up to four interns for spring and summer 2020. The amount granted per intern would be $1,000.00. No match is required. Hale moved to approve, second by Florence. Roll Call Vote: Shaw, Berg, Florence, Hale, Marvin, Seacrest – aye; Sloan – absent. Motion carried 6-0.

Approval of Purchase Active Directory Domain Controllers – Leach requested approval to purchase five active directory domain controllers at a cost not to exceed $39,000.00. The purchase would be made using the City/State contract which assures the best price for Dell equipment. This purchase would replace eight older controllers. Approval moved by Shaw, second by Florence. Roll Call Vote: Berg, Florence, Hale, Marvin, Seacrest, Shaw – aye; Sloan – absent. Motion carried 6-0.
PRESIDENTS REPORT
A small group will be meeting with Mayor and staff October 16 to talk about library project and ask for direction. The homeless coalition group will be holding a follow up meeting to help move the topic along. We have pulled people together in the downtown neighborhood and those that work with the homeless to address issues in the neighborhood.

LIBRARY DIRECTORS REPORT
Leach introduced Office Specialist Tina Queen.
Leach reported that Lincoln City Libraries was closed on Friday, September 20, for an all staff inservice day focusing on reader’s advisory. Reader’s advisory training teaches staff how to provide excellent service when a customer states, “I need a good book to read.”

Lincoln Parks and Recreation Department (Parks) needs to replace the old Arnold neighborhood recreation center. Parks staff is considering a standalone recreation center instead of one attached to the school. Parks owns much of the property between Arnold School and NW48th where a standalone center could be constructed. The library has had a very good experience with Lincoln Public Schools and the Williams Branch Library being located in the Arnold School. School staff takes excellent care of the facility. However, due to security issues, we are very limited on the hours we can be open to the general public. We are weighing our options and will continue to communicate with Parks as it determines its best option.

Teagan Earhart is our new Read Aloud Advocate. Her position is temporary with one year of funding through a grant from Lincoln Community Foundation and its Read Aloud Lincoln IMLS grant. Their grant period is coming to an end, and left over grant funds have been repurposed to continue the Read Aloud Lincoln work Nancy Larimer and Mary Reiman started. The library will continue the work with the Read Aloud Advocate. The library is a good home for this type of work and we will be looking for ways to fund the position after this first year.

The Nebraska Library Association met earlier this month in La Vista as part of a joint conference with the Iowa Library Association.

Leach reported that in follow up to the meeting in September regarding the homeless population, she has had a number of one-on-one meetings with people who attended to get an idea of what each person does, who provides what services, and people’s point of view of what goes on downtown and how to address homelessness in both the long and short term.

Gere Branch Library is currently closed to facilitate the energy project and installation of new controls and HVAC system. The branch is scheduled to reopen on November 12th.

Leach reported that she, Lowell Berg, Lisa Hale, and Julee Hatton took a trip to Austin, Texas, to attend the Library Journal Design Institute. Library Journal magazine sponsors a couple institutes each year. It is a small conference of 100 to 150 librarians and five or six teams of architects that share design trends. A large part of the day is spent in charrettes addressing particular design challenges. We had submitted the topic “In this era of tax sensitivity where even before a project a person is asked how can you make this less expensive or smaller, what are designers doing in response to that?” Our design challenge was chosen so there was a charrette on that topic, a firm from New York worked with us to flesh out the
question. Sixteen librarians from throughout the country also participated in the charrette. They had us work through an exercise and suggested spaces to share, spaces that we hadn’t talked about. New materials that have a potential for not being terribly expensive but very durable were presented. We also had time to spend touring the new Central Library in Austin, which has been open for about a year.

Berg noted that it is always a good exercise to go through and throw ideas on the table. You do have to be careful not to make a space so flexible that it doesn’t work for anything. The focus of the charrette was reducing square footage by designing multi use spaces.

Hale noted that the public engagement process was most interesting to her, especially the business community, helping it to see the value of the public library. They also talked about how to deal with conflicting goals, traditionalists vs. futurists. They emphasized that we have to have our elevator speech ready and send people out into the community to help with understanding the needs for a library. We need to get the community involved in the need.

When designing the library, the energy efficiency goals of the city of Austin were incorporated. Things such as water reuse, lots of daylight, solar panels, garden, etc.

The city of Austin has goal to end homelessness in Austin. To assist with reaching this goal, they have two city employees, not social workers but community service coordinators, working out of the library. They are connecting people with services they need. They had their own space in the library giving a sense of privacy for the people accessing the service.

Leach provided a slide presentation of photos taken of the building and described various areas and features of the Austin Public Library. A virtual tour is available at library.austintexas.gov/central/tours#virtual. Anyone traveling to Austin is encouraged to tour the building.

**ADJOURNMENT**: There being no further business the meeting adjourned at 9:04 a.m.