LIBRARY BOARD MEETING MINUTES
TUESDAY, FEBRUARY 18, 2020; 8:00 AM
BENNERT MARTIN PUBLIC LIBRARY
136 S 14TH STREET, LINCOLN, NEBRASKA

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

OTHERS PRESENT: Pat Leach, Library Director; Julee Hatton, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Peter Jorgensen, Virtual Services Manager; Brenda Ealey, Gere and South Branch Manager; Rebecca Aracena, Support Services Coordinator; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jeff Kirkpatrick, City Attorney; Jennifer Brinkman, Mayoral Chief of Staff.

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS LAW: President Berg called the meeting to order at 8:00 a.m. announcing the Open Meetings Law of the State of Nebraska was posted and available for inspection.

APPROVAL OF AGENDA: Hale moved to approve the agenda as posted. Second by Sloan. Roll Call Vote: Berg, Hale, Seacrest, Sloan – aye; Florence, Marvin, Shaw – absent. Motion carried 4-0.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF MINUTES: Seacrest moved to approve the minutes of the January 21, 2020, meeting as distributed. Second by Sloan. Roll Call Vote: Hale, Seacrest, Sloan, Berg – aye; Florence, Marvin, Shaw – absent. Motion carried 4-0.

STANDING COMMITTEE REPORT:

Committee on Administration - The committee met and reviewed staff recommended changes to several policies, a new policy, and affirmation of a current policy.

Approval of Awards, Gifts, and Prizes for Library Customers as Part of Library Programming Policy: This is a new policy which addresses the need for signed acknowledgement forms from winners when awarded a prize from a drawing. The prizes must comply with funding source restrictions and be approved by the Library Director. Library staff is not eligible to participate in prize drawings. Hale moved to approve the policy as presented. Second by Sloan. Roll Call Vote: Hale, Seacrest, Sloan, Berg – aye; Florence, Marvin, Shaw – absent. Motion carried 4-0.

Approval of Revised Policies - It is recommended that the following policies be revised:

- **Behavior Policy** – The committee recommended that the definition of a minor be changed to mean an unmarried person under the age of 19 and the definition of an adult be changed to mean a person age 19 or over, or a married person. It is also recommended that examples of a Level 4 offense include “Repeated return of borrowed materials infested with insects, including but not limited to bed bugs or cockroaches.” Hale asked that the example dealing with hateful conduct be expanded to include anyone in the library in addition to staff and contracted vendors and under the suspension and banning procedure that verbiage be added to indicate that the Director “or their designee” have the authority to ban individuals from the premises
due to behavior. Hale moved to include these two recommended changes in the draft policy. Second by Seacrest. Roll Call Vote: Seacrest, Sloan, Berg, Hale – aye. Marvin, Shaw, Florence – absent. Motion carried 4-0.

- **Fees Policy** – Staff has recommended the elimination of the 50 cent fee assessed when a patron does not pick up a requested hold. The financial impact would be small.
- **Internet Safety** – It is recommended that the definition of a minor be changed as outlined in the Behavior Policy.
- **Library Rules** – It is recommended that “excessive personal belongings which presence interferes with use of the library by others” be added as an example of prohibited behavior in Rule 1. The words “or staff” be stricken from Rule 13 regarding permission to photograph other customers. When staff is on duty in a public area, permission is not needed to photograph the staff person.
- **Minors in the Library** – It is recommended that the definition of minor be changed as outlined in the Behavior Policy.
- **Privacy** – It is recommended that Item 1.A. of the policy be revised to include “imminent danger to self or others” as an instance when the Library Director may grant access to information in a customer’s record. Sloan moved that item 3 also be revised to strike the words “or staff” from public taking photographs so that it is consistent with Library Rules. Second by Seacrest. Roll Call Vote: Seacrest, Sloan, Berg, Hale – aye; Shaw, Florence, Marvin – absent. Motion carried 4-0.

Seacrest moved to approve the revised policies as requested. Second by Sloan. Roll Call Vote: Sloan, Berg, Hale, Seacrest – aye; Shaw, Florence, Marvin – absent. Motion carried 4-0.

**Affirmation of Display and Distribution of Free Materials Policy** – The policy was reviewed with no updates identified. Hale moved to affirm the policy as presented. Second by Seacrest. Roll Call Vote: Seacrest, Sloan, Hale, Berg – aye; Marvin, Shaw, Florence – absent. Motion carried 4-0.

Berg reported the committee also drafted a response to a Letter to the Editor in the Journal Star regarding the Pershing site and a new Central Library. The response will be submitted to the Journal Star later today.

**Committee on Buildings and Grounds** – No report. It was noted that the energy savings projects have been completed; however, the chiller at Gere Branch cannot be tested until the weather is warmer.

**Finance Committee:** Sloan reported on the Recap of Expenditures for January 2020 listing claims in the amount of $949,902.98 from all funds. Sloan moved approval of the report and payment of all claims. Second by Hale. Roll Call Vote: Seacrest, Sloan, Berg, Hale – aye; Shaw, Florence, Marvin – absent. Motion carried 4-0.

Sloan reported that the committee had met with library staff to review the Fiscal Year 2020-2022 budget process.

**SPECIAL COMMITTEE REPORTS:**
**Central Library Committee** – No report.
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**Foundation for Lincoln City Libraries** - McNair reported on the membership drive, Book Nooks, and October book sale. Wine and E is approaching and sponsorships are needed. The cost this year is $75 per ticket, with a discount for members.

**One Book - One Lincoln** – Hale reported the Selection Committee had met, reviewed all of the challenges from last year, and members were assigned their first round of titles to read. The selection process should be complete by early April with the three finalists being announced on May 25th.

**PRESIDENT’S REPORT**: Berg reported on the excellent article in the Journal Star about Board member Martha Florence as she retired from 40 years of service at NET. Berg noted that he and the Library Director have been working with an interior design class at UNL. It is interesting to see what students come up with.

**LIBRARY DIRECTOR’S REPORT**: Pat Leach introduced the Mayor’s Chief of Staff Jennifer Brinkman. Brinkman reported on the very successful Mayor’s Night Out. Eiseley Branch Library was a great venue. There was an amazing turn out of over 100 people. It was a reminder of what a nice community we live in. For the most part the people who attended were interested in making Lincoln a better place to live.

Brinkman noted that as the Mayor’s Chief of staff, all City Directors report to her, including the Library Director. She will attend Library Board meeting periodically.

Leach reported on various events involving libraries. In observance of Black History Month, Lincoln Public Schools and Lincoln City Libraries held an African American Read-In at the LPS District Office. Another Read-In will be held at Eiseley Branch Library on February 20th.

A service at Gere Branch, Senior Tech Café, provides one-on-one help with technology every Friday morning. Leach received a call on Friday from a person who had used the service that day. The caller wanted her to know how helpful it is.

The Lincoln Lancaster County Genealogy society has lost its space at Union College. The Society has a temporary home but is looking for a permanent location. Leach has had several conversations with them. Does the library have a role to play and if so, what is it? Conversations will continue.

The Foundation for Lincoln City Libraries is applying for a grant that would provide funding for Read Aloud training for not only library staff, but also representative from community organizations.

Leach reported that the Library purged 12 accounts last month along with $113 in uncollectable charges.

**PUBLIC COMMENT**: None

**ADJOURNMENT**: There being no further business, the meeting was adjourned at 8:37 a.m.