LIBRARY BOARD MEETING MINUTES
THURSDAY, FEBRUARY 18, 2021; 12:00 PM
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT
Lowell Berg, Lisa Hale, Donna Marvin, Jackie Ostrowicki, Rhonda Seacrest, Joe Shaw, Dan Sloan, County Liaison Nicole Bogen.

OTHERS PRESENT
Pat Leach, Library Director; Traci Glass, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Adam Hoebelheinrich, Project Control Regional Vice President; Caleb Swanson, Project Control Senior Project Manager; Bob Walla, City of Lincoln Purchasing Agent; Dan Marvin, City of Lincoln Urban Development Director; Jocelyn Golden, City of Lincoln Assistant City Attorney, Michael Maxson, member of the public.

CALL TO ORDER
President Lisa Hale called the meeting to order at 12:00 PM announcing the posting of the Open Meetings Act of the State of Nebraska.

APPROVAL OF AGENDA
The agenda/meeting notice was posted according to the Open Meetings Act of the State of Nebraska. Leach requested that the order of business of the agenda be revised to move the Special Committee reports to follow Public Comment on Agenda Items. Berg moved to approve the agenda as amended. Second by Marvin. Roll Call Vote: Berg, Hale, Marvin, Seacrest, Shaw, Sloan – aye; Ostrowicki – absent. Motion carried 6-0.

PUBLIC COMMENT ON AGENDA ITEMS
No public comment.

SPECIAL COMMITTEE REPORTS (Ostrowicki arrived at this time.)

Central Library
Dan Marvin, City of Lincoln Urban Development Director, was introduced and presented information on the city’s process for redevelopment of the Pershing Block. Marvin explained the Pershing Block Redevelopment Project site is an entire city block bounded by Centennial Mall and 16th Street, and M and N Street, in a prominent location in downtown Lincoln. The project area includes the project site and the adjacent rights of way. The project includes 100 units of affordable, mixed-income housing, a wellness center, and a three-story Central Library. The vision for the block includes an active ground floor greenspace and shared outdoor space, connecting walkways to M Street and to 16th Street, and a front plaza area that may allow for larger events if Centennial Mall was closed to auto traffic for event space. This plan is consistent with the Downtown Master Plan as the adopted Master Plan assumed that this block would be developed as mixed use.

Michael Maxson interrupted the presentation asking Marvin questions about the project. After receiving responses, he continued to interrupt the meeting with long comments about children, the need for services, and God. City Attorney Jocelyn Golden informed Maxson that the comment period for items on the agenda had passed and that he needed to discontinue speaking. When Maxson did not stop after an extended period of time, staff and security intervened and removed Maxson from the meeting.
A design charrette was conducted with City stakeholders and members of the Redevelopment Team. The project has had an initial review by the Capitol Environs Commission. The Library is in the process of hiring a design team to develop a schematic design for the proposed Central Library on the Pershing Site. The City will take a plan amendment to the Planning Commission and City Council this spring.

There are many steps ahead before construction can begin, including:

- Schematic drawings of public and private improvements will be reviewed by the Capitol Environs Commission and/or City departments, as needed.
- The City will negotiate a redevelopment agreement with the developers to submit to the City Council for approval.
- The developer will secure financing for private improvements.
- TIF-funded public improvements will be competitively bid, as needed and required by the Purchasing Department.
- The Pershing building will be demolished.
- The Library Bond Issue will be voted on.
- The private and public improvements and enhancements will be constructed.

Marvin explained that the developer plans to build 100 housing units and will apply for tax credits in the fall of this year. The units will be affordable. The cost estimate, with utilities, for an individual making $33,000 a year, would be about $825 a month.

Marvin was asked what would happen to the project if the library’s bond issue would not pass. Marvin explained that would be dictated by the redevelopment agreement. The negotiations are not yet at that level of detail but it will have to be addressed. From the developer’s perspective, if we are obligating them through TIF to do the demolition, they would then have an interest in the block. They would be able to control the whole block and at some point the parcel identified for the library may then be developed as something else. Failure to pass a bond issue is a risk and could affect the development of the block.

Approval to Release Central Library Design Request for Proposals
Berg moved approval to release the Central Library Design Request for Proposals (RFP). Second by Shaw. Bob Walla, City Purchasing Agent, addressed the project and process. With the Board’s approval of the release, the RFP will be made public in the City’s e-bid system on February 19th with a closing date of March 24th. The notice to proceed is scheduled for mid-June contingent upon the evaluation and scoring process. The one-month response time should be adequate, but can be extended if requested.

Leach informed Board members that once the RFP is released to the public, any questions regarding it must be referred to Bob Walla. There is a very clear line for information sources. Not adhering to it could jeopardize the process and require it to start over, delaying the project.

Roll Call Vote: Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale – aye. Motion carried 7-0.

Approval of Central Library Building Program and Update
Berg moved to approve the Central Library Building Program and Update. Second by Marvin. Berg reviewed the process for developing the Building Program. Godfrey and Associates were hired to develop the building program. The process included numerous opportunities for public input. The
program was completed and presented to the Board in 2017. A cost was assigned at the time, but we did not have a site, requiring some of the costs to be estimates. The Library Board did not formally accept the program for that reason. Library staff reviewed the 2017 building program and identified suggested changes which resulted in reducing the square footage to 90,000 square feet. Leach added that one of the main areas of focus was analysis of media and the amount of shelving needed. With electronic and downloadable media, it is a real balancing act. Staff is comfortable decreasing the amount of space allocated for shelving of media.

Berg reported that a 90,000 square foot, three story library would fit on the space allocated by the developer. If the developer gives us more, we would take it. A larger site would give us more flexibility. The building can only go up to three floors due to Capitol Environments Commission requirements.

Ostrowicki asked about the 2017 program and does it matter that it is four-years-old. Berg explained that staff reviewed and updated the program. The community input portion has not changed. The public space needed is still the same. What needed to be adjusted has been adjusted. The RFP will be based on the Building Program but the selected design firm will go through it again and will bring up issues that they see.

Roll Call Vote: Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale, Marvin – aye. Motion carried 7-0.

Approval of Use of Project Control
Berg moved to approve the use of Project Control for the Central Library Project. Second by Ostrowicki. Leach introduced Adam Hoebelheinrich and Caleb Swanson from Project Control. Hoebelheinrich explained that Project Control only does owner representation. He has been working with the City of Lincoln for six to seven years working on projects such as the N Street bike lane, P Street Beautification, and Centennial Mall rehab. They are currently wrapping up the LES project. Swanson noted he has worked on Lincoln projects including the southeast fire stations, parking services with the Eagle parking garage and a new structure in the south Haymarket. He will also be working with Parks and Recreation and the Library on the new Air Park Recreation Center and relocation of the Williams Branch Library. Project Control is also working with the City on the Pershing Block Redevelopment Project.

Leach noted that the City has a contract with Project Control and this work would come under the umbrella of that contract. Leach is requesting approval of an expenditure up to $71,000 for pre-bond issue services covering Phase I, schematic design. Operational funds will be used. When the bond issue passes, the contract would be extended.

Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye. Motion carried 7-0

Foundation Board Executive Director Report
McNair reviewed the 2020 payout to Lincoln City Libraries totaling $181,836.46. Several events have been scheduled including participating in Give to Lincoln Day on May 25, Coffee on the Dock on May 31, Wine and E on June 10, and book sale October 11 through 17. The NLHA Spelling Bee has not yet been scheduled. Dates are contingent upon COVID-19 Directed Health Measures. The Foundation is contemplating online fundraising activities and auctions.

One Book - One Lincoln
Ostrowicki reported that the selection process is going well. The library received 196 nominations which represented 141 unique titles. After staff review, 59 titles were forwarded to the Selection Committee. The Selection Committee began meeting virtually on February 6 and narrowed down the titles to 42. The plan is to narrow down the list to 20 at the next meeting. The three finalists should be determined by the end of March.

APPROVAL OF MINUTES
Marvin moved approval of the December 15, 2020, Library Board meeting minutes as distributed. Second by Sloan. Roll Call Vote: Hale, Marvin, Ostrowicki, Seacrest, Sloan, Berg – aye; Shaw – abstain. Motion carried 6-0. No January 19, 2021, minutes are available due to the cancellation of the meeting due to lack of a quorum.

STANDING COMMITTEE REPORTS
Committee on Administration – No report.

Committee on Buildings and Grounds
Capital Improvement Program Review
The committee met to discuss and review the Capital Improvement Program (CIP) projects approved in last year’s budget process. Two library projects are in CIP for fiscal year 2021-2022, 1) the relocation of the Williams Branch Library to the new Arnold Recreation Center and 2) the purchase of a new bookmobile.

Affirm Relocation of Williams Branch Library to New Air Park Recreation Center
Berg moved to affirm the relocation of Williams Branch Library. Second by Ostrowicki. This project was included and approved in last year’s CIP budget process. Leach requested authorization to continue into the construction phase of the project. Design and construction contracts for the project are through the City with the Parks and Recreation Department. The library will reimburse Parks for its share of design and construction. The new facility is expected to open in the spring or summer of 2023. Estimated cost of the library portion of the project is up to $925,000. Unallocated keno funds will be the primary funding source. The space will have its own outside entrance and will be approximately the same square footage as the current location, 2500 square feet, with 28 hours a week of public service. The move will give the library more flexibility in hours and also the synergy of the coming and going at the recreation center.

Roll Call Vote: Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – aye. Motion carried 7-0.

Committee on Finance
Recap of Expenditures
Shaw reported on the Recap of Expenditures for December 2020 listing claims in the amount of $1,009,395.80 from all funds; and reported on the Recap of Expenditures for January 2021 listing claims in the amount of $826,150.04 from all funds. Shaw moved approval of the reports and payment of all claims. Second by Seacrest. Roll Call Vote: Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg – aye. Motion carried 7-0.

NEW BUSINESS
Foundation Agreement Renewal
Seacrest moved to approve the renewal of the agreement with the Foundation for Lincoln City Libraries. Second by Berg. This is the annual renewal of the overall agreement between Lincoln City Libraries and the Foundation for Lincoln City Libraries. No updates have been requested. Roll Call Vote: Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest – aye. Motion carried 7-0.

**Book Sale Agreement**
This agreement has been revised to add language clarifying that the Foundation receives 10% of sale proceeds from ongoing sales such as Book Nooks and Thrift Books even when a book sale is not held. Approval of agreement moved by Berg, Second by Seacrest. Roll Call Vote: Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw – aye. Motion carried 7-0.

**PRESIDENTS REPORT:** None

**ASSISTANT LIBRARY DIRECTOR’S REPORT:** Traci Glass, Assistant Director, reported the library has the specifications for both the Walt and Eiseley Branch parking lots. They will be bid as one project as the engineer noted it would help get better pricing. The project will go out to bid in March for work in late spring, early summer.

**DIRECTOR’S REPORT:** Library Director Pat Leach reviewed the disturbance that occurred earlier in the meeting where a member of the public interrupted, spoke out of turn, and didn’t address issues at hand. It is a delicate balance when the public attends meetings. There is a limit on what we can do, but we do need to be respectful while handling the situation and enforcing the rules.

Leach reported that due to weather issues, most libraries were closed for four days in January.

Leach announced that library staff will be using Outlook to send meeting invitations. The practice will begin immediately. The Library will also soon be using Outlook for email and will be switching to the city’s lincoln.ne.gov address.

**ADJOURNMENT**
There being no further business, the meeting was adjourned at 1:36 p.m.