LIBRARY BOARD MEETING MINUTES
TUESDAY, MARCH 16, 2021; 8:00 AM
BENNETT MARTIN PUBLIC LIBRARY
136 S. 14th STREET, LINCOLN, NEBRASKA

PRESENT: Lowell Berg, Lisa Hale, Donna Marvin, Jackie Ostrowicki, Rhonda Seacrest, Joe Shaw, Dan Sloan, and County Liaison Nichole Bogen.

OTHERS PRESENT: Pat Leach, Library Director; Traci Glass, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Rod Cummings, Virtual Services Coordinator; Kim Shelley Anderson and Bethany Branch Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director.

CALL TO ORDER: The meeting was called order at 8:00 AM by President Hale. The posting of the Open Meetings Act was announced.

APPROVAL OF AGENDA: Berg moved to approve the agenda for the March 16, 2021, meeting as posted. Second by Seacrest. Roll Call Vote: Berg, Hale, Marvin, Seacrest, Shaw, Sloan – aye; Ostrowicki – absent. Motion carried 6-0.

APPROVAL OF MINUTES: Marvin moved to approve the minutes of the February 18, 2021, meeting as distributed. Second by Sloan. Roll Call Vote: Hale, Marvin, Seacrest, Shaw, Sloan, Berg – aye; Ostrowicki – absent. Motion carried 6-0.

STANDING COMMITTEE REPORTS:
Committee on Administration – No report.

Committee on Buildings & Grounds – Berg reported that the committee reviewed the bids for the roof projects for Walt and Eiseley Branch Libraries. Berg moved to award the project to White Castle Roofing and Gutters at the cost of $238,000.00 for the combined replacements of the Walt and Eiseley Branch roofs. Second by Marvin. Roll Call Vote: Marvin, Seacrest, Shaw, Sloan, Berg, Hale – aye; Ostrowicki – absent. Motion carried 6-0.

Committee on Finance – Shaw reported on the recap of expenditures for February 2021 listing claims in the amount of $782,013.98 from all funds. Shaw moved approval of the report and payment of all claims. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin – aye; Ostrowicki – absent. Motion carried 6-0.

Technology Committee – Sloan reported that the committee reviewed the Technology Plan as prepared by Assistant Library Director Traci Glass. Glass reviewed the report noting it contains the vision for the library as well as the reason for the plan. Objectives have been developed along with general goals listed to meet those objectives. Specific actions have not been included.

Marvin moved to approve the plan as presented. Second by Shaw. Marvin asked about the move to the city’s email system. Rod Cummings, Virtual Services Coordinator, explained that we are looking to move to the city’s Outlook email system due to the calendar features and also because all library staff already have an Outlook account because of the new payroll system. It makes sense to move away from the iMail system we have been using for decades, and use the city’s system.
(Ostrowicki arrived at this time.)

As part of leveraging new technology, the maker space investments would be system wide. It was clarified that the website redesign would be of the library’s website, not the city’s.

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

SPECIAL COMMITTEE REPORTS:
Central Library Committee – Berg reported that the deadline for the submission of proposals for the architect selection process is March 24th. The submissions will be reviewed by a committee and forwarded to the Board for action. After the Board takes action, the contract will have to go to the City Council since it is a multiyear contract. The library director is working with the city’s purchasing agent to respond to questions that are being submitted by firms. Leach reported that a Communication Committee is being developed in order to address the project and respond to community questions and comments.

Foundation for Lincoln City Libraries – McNair announced that with more people receiving their COVID-19 vaccines, volunteers are returning to sort gifts. Special events were announced including Lunch at the Library via Zoom on April 7, Coffee at The Mill will be held on May 31 but will move from the Haymarket location to the Telegraph District location, Wine & E on June 10, and the annual Book Sale October 14 – 17. The Annual NLHA Spelling Bee will be in the fall, but no date has been set.

One Book - One Lincoln – Ostrowicki reported that the committee has narrowed down the nominations to 25, will meet on March 17 to narrow down to 10, and then meet one more time to select the three finalists. The finalists will be announced at the event at The Mill at Telegraph on May 31.

NEW BUSINESS:
Approval of SirsiDynix Web Services and Subscriptions for SirsiDynix Enterprise – Leach explained that SirsiDynix is the company that provides the library’s Integrated Library System (ILS). The ILS provides inventory, checkin, checkout, customer records, and other processes. The amount of the renewal is $58,109.07, which is slightly higher than last year due to the library’s use of the new mobile app LibraryLNK. Berg moved to approve the renewal of the contract with SirsiDynix at a cost of $58,109.07. Second by Marvin. Roll Call Vote: Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest – aye. Motion carried 7-0.

Volunteer Report – Kim Shelley, Anderson and Bethany Branch Manager and Volunteer Coordinator reported volunteers are anxious to return after the long absence required by COVID-19. The ReOpening Committee is working in concert with the Lincoln/Lancaster County Health Department to determine a safe return date for youth and teen volunteers.

The 2020 Volunteer Report was distributed in the meeting packet. Again, due to COVID-19, the number of volunteers in 2020 was much lower than the previous year. In 2020, 156 volunteers donated 3,970 hours, compared to 681 volunteers donating 14,522 hours in 2019. A volunteer recognition event will not be held this year but each of the 156 volunteers will receive a letter of thanks and a token of appreciation. It is our plan to host a recognition event in 2022.
Adoption of Volunteer Proclamation – Hale read the Volunteer Proclamation into the record.

During National Volunteer Week, we acknowledge the many volunteers who generously give their time and talents to help improve the lives of others. Their acts of kindness help build a better and brighter future, and remind us that we all have a role to play in making our communities safer, healthier, and stronger. The Board of Trustees of Lincoln City Libraries hereby proclaims April 18 – 24, 2021, as Volunteer Appreciation Week at Lincoln City Libraries, Lincoln, Nebraska.

Sloan moved to adopt the proclamation. Second by Marvin. Roll Call Vote: Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw. Motion carried 7-0.

PRESIDENT’S REPORT: None

ASSISTANT DIRECTOR’S REPORT: Glass reported that the library is moving forward with the roof replacements at Walt and Eiseley Branch Libraries. The bids for the parking lot work at Walt and Eiseley Branch Libraries are currently being reviewed with action anticipated at next month’s meeting. The community survey for the Arnold Heights Recreation Center and relocation of Williams Branch Library has been completed, and data from the survey has been received. The Public Service Coordinator position located at the Bennett Martin Public Library has been filled with LeeAnn Sergeant, who had been acting as interim coordinator.

DIRECTOR’S REPORT: Pat Leach introduced Jocelyn Golden, Assistant City Attorney, who is assigned to assist the library with any issues that may come up. Golden provided an overview of legal issues pertaining to the operation of the Library Board including a review of the Open Meetings Act, Public Records Law, and Executive Sessions.

When asked about COVID-19 and requiring that the board meet in person, not via video conferencing, Golden noted that the Law Department looked at the issue and determined that even with the Governor’s declaration, the law does not allow for video conferencing by the City Council and city boards. The Law Department advised the City Council and various city boards not to meet via video conferencing. The Legislature did not take action to change the law last year, but it has been introduced again this year.

Leach reported that staff is working on a procedure to handle meeting disruptions similar to the disruption that occurred last month. The procedure basically has the board go into recess, leave the area, and then reconvene in the same location after the situation has been dealt with.

Leach provided an update on the library’s ongoing reopening. We are currently operating at 75% capacity, requiring masks and social distancing, and quarantining returned items for 24 hours. Staff is planning for the summer with a limited amount of outdoor events, including Library Learning Times. We will return to indoor programming once we have the go ahead to do so.

The new Arnold Recreation Center project is moving forward. Leach is working with Parks and Recreation to assist with the evaluation of the submitted proposals for construction.
Leach explained there have been many interesting conversations nationally due to the cease in publication of six Dr. Seuss books. The library’s Request for Reconsideration process is being updated to create a committee to review and make recommendations when the library receives a request for reconsideration. The committee would be ready to address those requests along with issues that come forward in the news that need a closer look.

Leach announced the recent retirements of Sandy Wallick, Librarian at Gere Branch, after 42 years of service, and Karen McCoy, Library Service Associate at Anderson and Bethany Branch Libraries, after 19 years of service. Both contributed a lot to the library over the years.

Leach announced that in February the library purged 7 records for inactivity representing $7 in uncollectable fines and fees.

Leach also noted that she did a presentation via Zoom for Kiwanis that went along with the theme of Women’s History Month. Library staff created a presentation about the women of Lincoln City Libraries that was very well received.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** No public comment.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:47 a.m.