LIBRARY BOARD MEETING MINUTES
TUESDAY, APRIL 20, 2021; 8:00 AM
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 Nichole Bogen. Absent: None

OTHERS PRESENT: Pat Leach, Library Director; Traci Glass, Assistant Library Director; Paul Jones, Accountant; Barbara Hansen, Administrative Aide, Jocelyn Golden, Assistant City Attorney; Gail McNair, Foundation Executive Director.

CALL TO ORDER: The meeting was called to order by President Hale at 8:01 a.m. Posting of the Open Meetings Act was announced.

APPROVAL OF AGENDA: The Agenda/Meeting Notice was posted according to the Open Meetings Act of the State of Nebraska. Ostrowicki moved approval of the Agenda as posted. Second by Berg. Roll Call Vote: Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – aye. Motion carried 7-0.

APPROVAL OF MINUTES: Berg moved approval of the minutes of the March 16, 2021, meeting. Second by Shaw. Roll Call Vote: Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg – aye. Motion carried 7-0.

STANDING COMMITTEE REPORTS
Administration: The committee met to review and discuss the Disruption Procedure drafted by staff. This procedure details how the board will respond if an attendee disrupts the meeting. The City Attorney’s office has reviewed the procedure.

Questions were asked about procedures in place to make sure that guns or other weapons do not enter the library? Is there a plan to address a policy? Leach noted there is a balance between access and safety. Jocelyn Golden, Assistant City Attorney, noted that other than the Hall of Justice, there are no metal detectors in city buildings. Golden noted that it has been a topic of discussion but no action has been taken. Library staff was encouraged to work with law enforcement professionals to survey the buildings and make recommendations regarding security issues. Not just for our own safety, but also for the patrons’ safety.

Buildings and Grounds: Berg reported on the bids received for the Eiseley and Walt Branch parking lot project. Berg moved to approve a contract with Pavers, Inc. for the resurfacing of the parking lots at Eiseley and Walt Branch Libraries in an amount not to exceed $250,959.12. Second Ostrowicki. It was noted that moving the completion date to November 30, 2021, rather than June 30, 2021, saved $50,000.00. Roll Call Vote: Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale – aye. Motion carried 7-0.

Finance: Shaw presented the Recap of Expenditures for March 2021 listing claims in the amount of $858,380.39 from all funds. Shaw moved approval of the report and payment of all claims. Second by Sloan. Roll Call Vote: Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale, Marvin – aye. Motion carried 7-0.
SPECIAL COMMITTEE REPORTS

Central Library: Leach reported that review of the eleven responses to the design Request for Proposals (RFP) is underway. Leach noted it was a very strong pool that responded, and thanked those on the selection committee for their time and dedication to review all the proposals. Bob Walla, City Purchasing Agent, guided the process. Interviews of the top four firms will take place on May 4 at the Municipal Services Center.

The Comprehensive Plan Amendment and the change in zoning was in front of the planning commission on April 13 for the White Lotus redevelopment project on the Pershing Site. The commission approved the amendment as to conformance with the comprehensive plan and to the change the zoning from P4 to B4. B4 is what the block is zoned where the Bennett Martin Public Library is located. It allows for business and retail along with public use. The Planning Commission was very supportive of the library as part of the development project.

The Communications Committee, a subcommittee of the Central Library Committee, is in the process of being formed. Jackie Ostrowicki is chairing the committee. The committee will be meeting once every week or so as it develops timelines, FAQs and information pieces about the library.

Foundation for Lincoln City Libraries
McNair reported on upcoming events. The Nebraska Literary Heritage Association (NLHA) Annual Meeting is taking place April 21 via Zoom. McNair and Leach have been meeting with founding members of NLHA and those involved in the Endowment Fund Drive to discuss the changes that may occur when the Nebraska Author Collection is moved into a new Central Library. Give to Lincoln Day is on May 27. Money raised by the Foundation supports children’s programming by the library. Coffee at The Mill will be held on the patio of the Telegraph District location this year on Monday, May 31st. The One Book- One Lincoln announcement of the finalists will take place at this event. The Wine and E was planned on June 10th but volunteers are not yet ready to work it. They are doing a virtual event in August to replace Wine and E. Date is to be determined. The last event of the year is the book sale. McNair noted that she does not know if she has volunteers that will work the book sale. Volunteers are the only way that the book sale can operate.

One Book - One Lincoln
Ostrowicki reported the Selection Committee met on April 7 and selected the three finalists that will go to the community for a vote. Ostrowicki reported that David Smith, Chair, noted that there was an incredible amount of consensus this year on the finalists. The finalists will be announced at the Foundation’s Coffee at the Mill on May 31st.

NEW BUSINESS
Approval to Extend Security Guard Services Contract – Berg moved to extend the current contract for six months, through October 31, 2021, at a cost not to exceed $45,000.00. Second by Seacrest. Extending the contract with Sunstates Security will allow the Library to work with the Purchasing Department and their new Request for Proposals process. Library staff has been pleased with Sunstates Security’s service. This extension is coming to the Board for approval because the original contract is over the $50,000.00 limit for Library Director’s approval. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye. Motion carried 7-0.
PRESIDENT’S REPORT: None

ASSISTANT LIBRARY DIRECTOR’S REPORT
Traci Glass reported the replacement of the roofs of Eiseley and Walt Branch Libraries is progressing with all documents now being filed. The project is scheduled to start in May. When the parking lot projects begin in the fall, speed bumps will be added as requested by the branch managers. The library has contracted with a bookmobile consultant to help with the proposal and process to purchase a new bookmobile. There is no specific date for the purchase of the bookmobile at this time.

LIBRARY DIRECTORS REPORT
Pat Leach reported the relocation of the Williams Branch project is moving forward. The assistant library director and the Eiseley branch manager are on the project team along with Parks and Recreation staff. Leach was part of the construction management at risk selection process. Curt Donaldson, former City Council member and environmental community activist requested a meeting regarding sustainability features for the new facility. Clark & Enersen is working on the project and evaluating potential ways to address the environmental sustainability of the project.

The 2020-2022 biennial budget was approved by the Library Board last year. Due to the uncertainty of the pandemic at that time, the Mayor submitted only the first year to the City Council for approval. Library staff has been meeting with City staff to review the second year of the budget. We have been asked to respond to scenarios where our budget would be cut by 1% and a 2%. If called upon to reduce our budget by 1%, we would pull back Sunday hours to close at 6 p.m. rather than 8 p.m. If called upon to reduce our budget by 2% we would cut Sunday to only 4 hours at all locations. We do not take cuts lightly. About 70% of our budget is personnel costs. The only way to reduce spending is to reduce staff, which requires a reduction in hours.

As part of our annual training, staff completed online sessions dealing with how to best work with customers with mental illness. The training was created by the California Library Association.

Nine records were purged for nonuse along with $60 in uncollectable fines.

Library Director shared a PowerPoint presentation developed in conjunction with Women’s History Month, “The Role of Women in the History of Lincoln City Libraries.”

PUBLIC COMMENT: NONE

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:01 a.m.