LIBRARY BOARD MEETING MINUTES
TUESDAY, JUNE 15, 2021; 8:00 AM
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA

LIBRARY BOARD MEMBERS PRESENT: Lowell Berg, Lisa Hale, Donna Marvin, Jacki Ostrowicki, Rhonda Seacrest, Joe Shaw, Dan Sloan. County Liaison Nichole Bogen was absent. A quorum was present.

OTHERS PRESENT: Pat Leach, Library Director; Traci Glass, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Vicki Wood, Youth Services Coordinator; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jocelyn Golden, Assistant City Attorney.

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

APPROVAL OF AGENDA: The Agenda/Meeting Notice was posted according to the Open Meetings Act of the State of Nebraska. Berg moved to approve the agenda as posted. Second by Marvin. Roll Call Vote: Berg, Hale, Marvin, Seacrest, Sloan – aye; Ostrowicki, Shaw – absent. Motion carried 5-0.

PUBLIC COMMENT ON AGENDA ITEMS: None
(Shaw arrived at this time.)

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

STANDING COMMITTEE REPORTS:
Committee on Administration
Affirmation of Policies – Hale reported that the committee met for the annual review of board policies on June 10. Hale moved to affirm the Bookmobile Service Priorities, Closing, Customer Complaint, Materials Selection, Refreshments at Library Programs, and Use of Common Areas in and Around Library Facilities policies with no changes. Second by Berg. Roll Call Vote: Marvin, Ostrowicki Seacrest, Shaw, Sloan, Berg, Hale – aye. Motion carried 7-0.

Approval of Revised Policies – Library Director Pat Leach reviewed the requested changes in various policies.

- Authorization to Purge Late Fines and Fees from Library Circulation Records shall have the following added, “ConnectED accounts shall be purged from the ILS on a monthly basis to remove accounts of students no longer enrolled in Lincoln Public Schools. Purged records are to be retained for seven years, or as indicated by the current record retention schedule.
- Cooperation with Nonpublic Entities shall include “and in the library’s online presence” to update the areas where entities or individuals may be recognized for cooperative ventures.
- Meeting Room Use by Community Groups has added language “or Directed Health Measures in force at time of use” under the capacity requirements. A hold harmless clause and fully complying with rules, statutes, and municipal ordinances clause are also added.
• Citizen Input at Library Board Meetings has been updated to include notice that if a meeting is disrupted by and individual’s behavior, and that behavior is not corrected, the individual will be told to leave the meeting.
• Registration Policy has been updated to strike the words “until the staff member is satisfied that they have been met” when establishing a person’s identity, address, and acknowledgement of responsibility.
• Waiving Charges Policy has been updated to strike the words “under seventeen years of age or adult cardholders with charges accumulated when under seventeen years of age” which allows the one-time fresh start waiver to be used by all customers.

Hale moved to approve the revised policies as requested by staff. Second by Marvin. Roll Call Vote: Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale, Marvin – aye. Motion carried 7-0.

Leach noted that in light of the Central Library project, the Naming Policy is also being reviewed and will be presented to the Board at a later date.

Committee on Buildings and Grounds
Berg reported that the committee met with library staff to review and revise the 2015 Master Facilities Plan and 2019 Master Facilities Plan Addendum. Staff is updating the document and it will be brought to the Board for approval at a later date. Due to the scope of the branch projects, an architectural firm will need to be hired to develop information and update costs for presentation to the public prior to a bond issue.

Committee on Finance
Shaw reported on the Recap of Expenditures for May 2021 listing claims in the amount of $818,746.38 from all funds. Shaw moved approval of the report and payment of all claims. Second by Sloan. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye. Motion carried 7-0.

Nominating Committee
Leach reported that the Nominating Committee (Lisa Hale, Joe Shaw, Rhonda Seacrest) will be developing a slate of officers for action at next month’s meeting.

SPECIAL COMMITTEE REPORTS:
Central Library
Leach reported that she, Bob Walla, and Adam Hoebelheinrich have been engaged in negotiations with BVH regarding the architectural contract for the Central Library. The negotiation team is addressing issues such as allowable expenses, overall time frame for the work, as well as overall cost. Since this is a complex project involving the development of the entire block, we are leaning towards allowing more time so that BVH can do its best work. A special Board meeting may need to be called prior to the regular July business meeting to approve the contract. White Lotus is working towards a redevelopment agreement with Urban Development staff. The timeline for that agreement to be brought to the City Council for approval is late summer.

Leach noted that the Communications Committee continues its work developing Q&A documents to provide the public with information prior to the bond issue election. The committee is developing a master plan, addressing messaging for various constituencies.
The Board’s Central Library Committee includes Lowell Berg, Rhonda Seacrest, Lisa Hale, Gail McNair, and Pat Leach. As we move forward with the capital campaign and bond campaign, a Community Committee will be established. The Community Committee will be a public-facing committee that can advocate for the bond issue. If board members know people who are passionate about the library, are influential in their community, neighborhood, or demographic, and feel they would be an asset to the committee, please pass those names on to Pat Leach.

Foundation for Lincoln City Libraries
Gail McNair reported that Give to Lincoln Day resulted in donations to the Foundation in the amount of $32,770. Coffee at The Mill on May 31st was very successful with attendance estimated at 125. The Foundation is working to organize a meet-and-great event on August 19th at The Mill at Innovation Campus as a way to thank sponsors and donors who have supported the Foundation over the years. The next Wine and E will be held in April 2022. The annual book sale is scheduled the week of October 11. The hours may have to be adjusted depending on how many volunteers are available to cover the event.

One Book – One Lincoln
Ostrowicki announced that the three finalists for 2021 were announced at a Foundation event at The Mill on Monday, May 31. The finalists are “Hidden Valley Road” by Robert Kolker, “Interior Chinatown” by Charles Yu, and “Transcendent Kingdom” by Yaa Gyasi. Online voting is open until July 31st. The final selected title will be announced on Monday, September 6.

NEW BUSINESS:
Authorization to Apply for Institute of Museum and Library Services American Rescue Plan Grant
Library staff requests authorization to submit a grant application that would allow for better service for people experiencing homelessness in the downtown area. This follows discussion with other downtown entities and the need to provide additional funding so that outreach and peer support specialists who are assigned to the downtown area would be available additional hours. The grant would require a match, some of which can be met with in-kind contributions. Grant awards range from $10,000 to $50,000. Staff will work with the City’s grant writer to develop the submission. Berg moved to authorize submission of the grant application as requested by staff. Second by Seacrest. Roll Call Vote: Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest – aye. Motion carried 7-0.

PRESIDENT’S REPORT: No report.

ASSISTANT LIBRARY DIRECTOR’S REPORT: Traci Glass reported that the roof projects are under way. Eiseley Branch is almost complete, and then the contractor will move on to Walt Branch. The bookmobile consultant’s report has been received and is under review. Traci Glass and Lisa Olivigni continue to attend meetings regarding the new Air Park recreation facility. The design phase is almost done.

LIBRARY DIRECTOR’S REPORT: Pat Leach noted that she is adding a “Meet the Staff” feature to her reports, and invited Vicki Wood, Youth Services Coordinator, to speak to the Board. Wood described her education, experience, and her work at the library.
Leach reported that she will be presenting information to the City Council about the library’s 2021-2022 budget. The 2021-2022 budget represents the same level of service. She has met with Barb Bartle, Lincoln Community Foundation, and Tammy Ward, Lincoln City Council, to brief them on the Central Library project.

During May 2021, 57 patron accounts were purged along with $3,505.83 in uncollectable fines and fees.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:14 AM.