LIBRARY BOARD MEETING MINUTES  
TUESDAY, JULY 20, 2021; 8:00 a.m.  
BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA

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

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; Jocelyn Golden, Assistant City Attorney.

CALL TO ORDER  
President Lisa Hale called the meeting to order at 8 a.m. 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 Seacrest. Roll Call Vote: Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – aye. Motion carried 7-0.

PUBLIC COMMENT ON AGENDA ITEMS  
No public comment.

APPROVAL OF MINUTES  
Sloan moved to approve the minutes of the June 15, 2021, Library Board meeting. Second by Berg. Roll Call Vote: Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg – aye. Motion carried 7-0.

Seacrest moved to approve the minutes of June 29, 2021, Library Board meeting. Second by Marvin. Roll Call Vote: Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg – aye; Hale – abstain. Motion carried 6-0.

STANDING COMMITTEE REPORTS  
Administration – No report.

Buildings and Grounds -  
Approval of Revised Facilities Plan – Berg moved to approve the Facilities Plan as presented. Second by Marvin. Berg noted that the facilities plan is a road map that will assist in the development of a master plan for branch updates funded via the upcoming Central Library bond issue. The plan was originally developed in 2015 and portions have been updated resulting in some inconsistencies. Action on the plan can be tabled at this time, or approved with the understanding that the inconsistencies will be corrected.

After discussion, Berg moved to amend the motion to approve the plan and direct staff to bring the amended plan back to the board for approval. Second by Marvin. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye. Motion carried 7-0.
Roll Call on original motion to approve Facilities Plan: Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale, Marvin – aye. Motion carried 7-0.

The importance of investigating sustainability aspects of the projects was stressed, not only for electricity but for water and other resources.

Approval of Lincoln Calling Mural Project - The library was approached by Lincoln Calling and The PALETTE Project asking to place a mural on the north wall of Bennett Martin Public Library, facing the alley. The library would like to participate and staff is working with the City Attorney’s Office to develop an agreement. Berg moved to authorize entering into an agreement with Lincoln Calling for the mural project. Second by Ostrowicki. The Board asked that the agreement be for a three-year period, with the opportunity for one year renewals. The entity responsible for upkeep/repair also needs to be clearly identified. Roll Call Vote: Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest – aye. Motion carried 7-0.

Approval to Install Community Crops Community Garden at Gere Branch Library – Berg moved to approve use of land east of the Gere Branch driveway for use as a community garden. Second by Shaw. Community Crops approached the library seeking a site to replace the current garden at 46th & Pioneers Blvd. The library would like to cooperate by allowing use of 16,200 square feet of what was known as the Prairie Plot for use as a community garden. The City of Lincoln has experience with Community Crops at Peter Pan Park, and staff is working with the City Attorney’s Office to draft an agreement. Authorizing the use would allow Community Crops to proceed with grant writing to cover expenses. Community Crops will be responsible for bringing a water line to the site. Roll Call Vote: Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw – aye. Motion carried 7-0.

Finance Committee
Recap of Expenditures – Shaw presented the Recap of Expenditures for June 2021 listing claims in the amount of $997,319.61 from all funds. Shaw moved approval of the report and payment of all claims. Second by Ostrowicki. Roll Call Vote: Berg, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – aye. Motion carried 7-0.

Line Item Adjustment/End of Year Budget Plan – Shaw requested approval of line item adjustments for fiscal year 2020-2021. Second by Berg. It is estimated that there will be an end-of-year surplus of approximately $157,000. Any remaining funds would carry over to next year. Roll Call Vote: Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg – aye. Motion carried 7-0.

Nominating Committee
Election of Officers – The committee presented the following slate of officers for approval for fiscal year 2021-2022: President – Dan Sloan, Vice President – Joe Shaw, Treasurer – Donna Marvin. Approval of the slate moved by Hale, second by Seacrest. Roll Call Vote: Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale – aye. Motion carried 7-0.

SPECIAL COMMITTEES
Central Library – Library Director Pat Leach reported that she participated in a variety of meetings regarding the Central Library project. Design work is underway by BVH. Their first task is to confirm the building program. The Central Library Committee and Library staff will be involved in the review. BVH is
also beginning discussions with the White Lotus Group regarding the site and various agreements. A sustainability workshop is being set up to discuss potential sustainability features of the project.

Leach met with Todd Wiltgen, Lincoln Chamber of Commerce Public Policy Specialist, to bring him up to date on the project. The Chamber is monitoring the project at this time and has asked to be updated prior to the public announcement of a bond issue.

The structure of the Central Library Committee is being reviewed along with the timeline of the project and various information pieces. We are time lining the project for the Spring of 2022. It is not written in stone but that is our plan. Being part of a larger community project, it is our responsibility to be ready to move forward. That is not without risk but we cannot hold up the project. There are various ways the project could fall through, but we need to keep moving forward.

**Foundation for Lincoln City Libraries** – Gail McNair, Executive Director, reported that the membership drive resulted in 100 more donors but a lower donation total. More people are donating but on a smaller scale.

A book sale is planned for this fall but an agreement has not been signed with the Lancaster Event Center yet. The Event Center is waiting for guidance from the Health Department as it relates to the pandemic and any restrictions that may apply. Currently the income from the book nooks and the sales through Thrift books are helping to cover the storage expenses for the sale materials.

McNair reported that the payout to the library this quarter totals $10,245.71. At its recent Board meeting, the Foundation Board approved spending up to $100,000 for the Central Library project to cover donor consultant fees, a survey, and publications.

A sponsor appreciation event is being planned on August 19 at The Mill, from 5 to 7:30 p.m. It will be in the style of an open house with brief remarks at 6 p.m.

**PRESIDENTS REPORT**
No report.

**ASSISTANT LIBRARY DIRECTOR’S REPORT**
Traci Glass reported the roofs at Eiseley and Walt Branch Libraries are almost complete. The parking lot projects will be underway in October. A portion of the sidewalk on the south side of Bennett Martin Public Library will be replaced with work beginning in late July. Hiring committees continue to interview for the vacant Library Service Associate positions, and the vacant Library Manager position in Support Services has been filled.

**LIBRARY DIRECTOR’S REPORT**
Leach reported that the decision was made not to submit a request to the Institute for Museum and Library Services American Rescue Plan grant to assist with homelessness. The need that was originally identified is being addressed by other entities. There will continue to be a conversation in the downtown community regarding situations and services. The library is one of the few places where people of all backgrounds and experiences are together and we need to provide a safe and welcoming
atmosphere for all. Leach will develop information for Board members regarding homelessness in Lincoln and the use of the public library.

Leach distributed copies of the Fiscal Year 2021-2022 Holiday and Closing Schedule for Lincoln City Libraries. The libraries are closed for City observed holidays in addition to Easter Sunday, and the Sundays before Memorial Day and Labor Day.

Leach reported that the library purged 65 accounts in June for lack of use.

CLOSED SESSION
Berg moved to go into closed session at 9:10 a.m. for the annual evaluation of the job performance of the Library Director in order to prevent needless injury to the reputation of a person as required by the Open Meetings Act of the State of Nebraska. Second by Ostrowicki. Roll Call Vote: Ostrowicki, Seacrest, Shaw, Sloan, Berg, Hale, Marvin – aye. Motion carried 7-0. Hale announced the Board was now in closed session for the purpose of the annual evaluation of the Library Director.

At 9:17 a.m. Shaw moved to return to open session. Second by Berg. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye. Motion carried. 7-0.

Hale reported that she would be meeting with the Library Director to discuss the evaluation.

ADJOURNMENT
There being no further business, the meeting was adjourned at 9:20 a.m.