LIBRARY BOARD MEETING MINUTES  
TUESDAY, DECEMBER 21, 2021; 8:00 AM  
BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA  

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

OTHERS PRESENT: Pat Leach, Library Director; Traci Glass, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Accountant; Jen Jackson, Librarian; Caitlin Lombardo, Librarian; Scott Scholz, Polley Music Librarian; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jocelyn Golden, Assistant City Attorney.  

CALL TO ORDER AND ANNOUNCEMENT OF OPEN MEETINGS ACT: Dan Sloan called the meeting to order at 8 a.m. announcing the posting of the Open Meetings Act.  

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, Ostrowicki, Seacrest, Sloan – aye; Shaw – absent. Motion carried 6-0.  

PUBLIC COMMENT ON AGENDA ITEMS: There was no public comment on agenda items.  

APPROVAL OF NOVEMBER 16, 2021, MEETING MINUTES: Berg moved to approve the minutes of the November 16, 2021, meeting. Second by Hale. Roll Call Vote: Hale, Marvin, Ostrowicki, Seacrest, Sloan, Berg – aye; Shaw – absent. Motion carried 6-0.  

STANDING COMMITTEE REPORTS:  
Committee on Administration – No report.  
Committee on Buildings and Grounds – (Shaw arrived at this time.)  
Capital Improvements Program (CIP) - Berg reviewed the projects as submitted to the committee by library staff. Traci Glass provided updates on the costs of several projects including deferred maintenance issues at Bennett Martin Public Library (BMPL). The replacement of carpet at BMPL and upgrading the four-stop elevator at BMPL have been pulled out of deferred maintenance as they have become security issues and must be accomplished soon. The elevator has aged out with parts being almost impossible to find. It is maintained regularly but is at end of life. The carpet is worn and fraying in areas making it dangerous for customers and staff. Leach noted that as we go forward with our planning, we will evaluate the deferred maintenance projects and assign priorities. Timing of projects was discussed with a recommendation that the Bennett Martin Public Library deferred maintenance projects be delayed for one year, moving it to Fiscal Year 2023-2024. The timing for a new Central Library and branch upgrades will depend on what date is selected for a bond election. Berg moved to approve the Capital Improvements Plan with the updated costs and the BMPL deferred maintenance moved to Fiscal Year 2023-2024. Second by Hale.
After additional discussion, it was requested that updated information and narrative descriptions of each project be forwarded to the Board for additional review. Leach will be in touch with the Planning Department to request an extension on the submittal date for CIP projects.

Berg withdrew his motion; Hale withdrew her second. Action on the Capital Improvement Plan will be taken at a special Board meeting, or if a delay is granted, at the January 2022 Board meeting.

Committee on Finance - Marvin presented Recap of Expenditures for November 2021 listing claims in the amount of $899,955.54 from all funds. Marvin moved approval of the report and payment of all claims. Second by Shaw. Roll Call Vote: Ostrowicki, Seacrest, Shaw Sloan, Berg, Hale, Marvin – aye. Motion carried 7-0.

SPECIAL COMMITTEE REPORTS:
Central Library – Sloan noted that there are a lot of unknowns at this time. The Foundation for Lincoln City Libraries sponsored survey has been completed and the data is being analyzed. Leach noted that the schematic design piece of the project is near completion. Part of the timing is the public release of designs. Will there be an official Board action, and will we time it in a particular way going forward? BVH, working with MSR, did well with their work product and timetable.

Berg noted that the branch improvement projects architects are working and should have documents for the Board by the end of the year or perhaps into January.

Foundation for Lincoln City Libraries – McNair confirmed that the Foundation has received the results from the survey. The survey confirmed that people support libraries and are interested in children, seniors, and programs/services. The Foundation is working with consultants to create a path forward.

Looking forward to 2022, events scheduled include a Wine and Dine for Libraries on April 28, at the Lincoln Country Club. The book sale will take place in October at the Lancaster Event Center. Book sales in 2021 through Thrift Books online sales and Book Nook sales at libraries totaled $29,000. The Adult Spelling Bee will be held at Wilderness Ridge on a date yet to be determined.

One Book - One Lincoln — Ostrowicki reviewed the 2021 report distributed in the meeting packets. Numbers were down this year but there were successful events, both in person and online. Ostrowicki stressed the importance of attending events and encouraged Board members to participate.

Program coordinator Caitlin Lombardo was commended for her work, especially in leading the online author discussion.

Potential updates to the program were suggested, such as having more than one selected title, to increase participating and satisfaction with the program. The Steering Committee will be meeting in early January and will discuss recommendations.

NEW BUSINESS:
Authorization to Apply for Continuing Education Grants – The Library Director requested authorization to submit two grant requests to the Nebraska Library Commission to provide funding for staff to participate in training or conference events. No grant match is required. One grant, in the amount of
$8,000, would provide funding for registration, travel, lodging, and other related expenses for Assistant Library Director Traci Glass and Gere Branch Manager Brenda Ealey to attend the annual American Library Association convention in Washington D.C. in June. Both Glass and Ealey hold offices at the national level. The second request for $1,445 would provide funding for Librarian Jen Jackson to take an online course “Cataloging for Non-catalogers” presented by the American Library Association.

Berg moved to authorize staff to apply for Continuing Education grants from the Nebraska Library Commission. Second by Ostrowicki. Roll Call Vote: Seacrest, Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki – aye. Motion carried 7-0.

**Authorization to Apply for Nebraska Public Media Grant** – The Library Director requested authorization to participate in a grant opportunity put forward by HHMI Tangled Bank Studios and PBS Nature as part of the #PlantWildflowers Nationwide Library Initiative, and available through Nebraska Public Media. The application would be for a $1,000 honorarium and other related materials to support programs and events educating the public about wildflowers and pollinators. Jodene Glaeemann, Walt Branch Manager, would coordinate the grant and programming in concert with Wachiska Audubon and Spring Creek Prairie.

Seacrest moved to authorization applying for the Nebraska Public Media Grant. Second by Hale. Roll Call Vote: Shaw, Sloan, Berg, Hale, Marvin, Ostrowicki, Seacrest – aye. Motion carried 7-0.

**PRESIDENT’S REPORT:** Dan Sloan reported that looking over the past year we have accomplished a lot. We have a terrific design for a new library and a solid plan for branch improvements, and great information from a survey. We have experienced good engagement between the Library Board and the Foundation Board to move projects forward. We are grateful we have a project and a talented and motivated group around this table. It is not going to be easy; they call it the red zone for a reason. When you get close to your goal line, it gets harder. Sloan thanked everyone for their passion and is grateful for all the hard work.

**ASSISTANT LIBRARY DIRECTOR’S REPORT:** Traci Glass noted the design development for the new Arnold Recreation Center and Williams Branch Library is almost finished. The project is on schedule and continues to move forward.

One of the vacant Library Service Supervisor positions has been filled. The position at Bennett Martin Public Library remains open as staff work on revamping the job description. It is anticipated that the position will be advertised in January.

The library has received notice that the grant request to Humanities Nebraska to provide funding for the organization and digitization of the Weldon Kees papers held in the Heritage Room of Nebraska Authors was partially funded. The library has also been notified by the Nebraska Library Commission that our grant request for funding six interns this summer has been approved.

**LIBRARY DIRECTOR’S REPORT:** Pat Leach thanked Jocelyn Golden, Assistant City Attorney, for her excellent work over the past year. She has assisted with several projects including capital campaigns and patrons with challenging behaviors.
The library will be participating this spring with the UNL School of Architecture senior project. We did it last year and it was a very positive experience.

Leach reported that Lincoln City Libraries purged 48 inactive records last month along with $3,300 in uncollectible fines.

The planned tours of the Heritage Room and Polley Music Library were delayed until January 2022.

The Library Board Meeting Schedule for 2022 was distributed. The schedule includes evening meetings in each quadrant of the city. It was requested that the locations of the August and October meetings be revised so that the August meeting is at Gere Branch and the October meeting is at Walt Branch. The schedule will be revised and published.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:05 a.m.