

# LIBRARY BOARD MEETING MINUTES

TUESDAY, February 21, 2023, 8:00 a.m.

BENNETT MARTIN PUBLIC LIBRARY

LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Dan Sloan, Rhonda Seacrest, Lisa Hale, Christopher Stewart, and Donna Marvin. A quorum was present. Jackie Ostrowicki and Joe Shaw arrived late. County Liaison, Nichole Bogen was absent.

## OTHERS PRESENT

Ryan Wieber, Library Director; Paul Jones, Accountant; Gail McNair, Executive Director, Foundation for Lincoln City Libraries; LeeAnn Sergeant, Library Coordinator, Sarah Dale, Admin Aide.

## CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Dan Sloan noted that a quorum was present and called the meeting to order at 8:00 a.m. He announced the Open Meetings Act was posted and available for review.

## APPROVAL OF AGENDA

President Sloan noted that the Agenda and Meeting Notice were posted according to the Open Meetings Act of the State of Nebraska. Sloan asked for a motion to approve the Agenda. Hale so moved. Seacrest seconded. There was no discussion. **ROLL CALL VOTE:** Stewart, Hale, Marvin, Seacrest, Sloan – AYE. Motion carried 5-0.

## PUBLIC COMMENT ON AGENDA ITEMS

President Sloan noted that public comment is welcome and reviewed the public comment process for those attending. There was no public comment.

## APPROVAL OF JANUARY 17, 2023 MEETING MINUTES

President Sloan noted the Minutes of the January 17, 2023 meeting had been submitted. Sloan asked for a motion to approve the Minutes. Seacrest moved approval. Hale seconded. There was no discussion. **ROLL CALL VOTE:** Hale, Marvin, Seacrest, Sloan, Stewart – AYE. Motion carried 5-0.

## STANDING COMMITTEE REPORTS

### Committee on Administration

No Report.

### Committee on Buildings and Grounds

No Report.

## Committee on Finance

### Approval of Monthly Recap of Expenditures for January 2023

Marvin provided the Recap Of Expenditures for January 2023 - Total Operational expenditures are \$827,661.21. Total expenditures of Other Funds are \$89,563.94 for total expenditures of \$917,225.15. Marvin motioned for approval. Hale seconded. There was no discussion. **ROLL CALL VOTE:** Marvin, Seacrest, Sloan, Stewart, Hale – AYE. Motion carried 5-0. Ostrowicki and Shaw arrived at this time.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director

Gail McNair shared a packet of information about the upcoming Wine and Dine event, to be held on Thursday April 27th at the Country Club of Lincoln, which will include a silent auction. Information is included about sponsorships and donating items for the auction. The best auction items, historically, have been one-of-a-kind unique items or experiences. McNair shared end-of-year 2022 reports from the most recent Foundation Board meeting. Book sales netted \$31,750.00, which includes ThriftBooks and Book Nook sales. She shared that she and Director Wieber have been working on new ideas with the new Book Sale Agreement to bring more money for the libraries, find more new homes for books, and continue providing this unique service to the community. McNair reported on membership information from the Foundation, the value of hours worked by Foundation volunteers, and gave a financial report on monies received from the endowment. Further discussion was held about individual endowments and their amounts and restrictions.

## NEW BUSINESS

### Approve Updated Behavior Policy

Director Wieber indicated this change to the Behavior Policy eliminates the ability for patrons who have been banned from library premises to check out physical materials with their library card. This strengthens the no-access to premises definition of banning and eliminates the possibility that library materials are accessed using cards of those who are banned due to insect infestations. Banned patrons can still check out online materials. Seacrest moved approval. Hale seconded. Brief discussion followed. President Sloan called for the vote. **ROLL CALL VOTE:** Ostrowicki, Seacrest, Shaw, Sloan, Stewart, Hale, Marvin – AYE. Motion carried 7-0.

### Approve Updated Fees Policy

Director Weber indicated this change was in regard to physical Interlibrary Loan items for which Lincoln City Libraries pays U.S. Postal Service postage. The proposed increase in the fee from \$2.50 to \$3.50 reflects increases in USPS charges. Last year LCL interlibrary loaned approximately 3,500 items. Of those, approximately 100 were digital files. The corresponding change to this fee structure, which is made available via our new Interlibrary Loan software, TIPASA, now allows those digital files to be automatically, electronically transmitted for free. Ostrowicki moved approval. Stewart seconded. **ROLL CALL VOTE:** Seacrest, Shaw, Sloan, Stewart, Hale, Marvin, Ostrowicki – AYE. Motion carried 7-0.

### Approve SirsiDynix Renewal Agreement

President Sloan noted that Assistant Director Glass was unable to attend the meeting today so Director Wieber would address the next items. Director Wieber presented the one-year contract from SirsiDynix, a nearly sole source supplier for the library's Integrated Library System (ILS). He noted an ILS is responsible for the library's card catalog. It is the bibliographic database. The last change we made to the supplier, moving from KOHA to SirsiDynix, was a huge transition and we appreciate all the work SirsiDynix does for us. The contracted amount is up slightly this year to \$76,315.47. The increase reflects an additional service. Seacrest asked if this was a justifiable increase. Director Wieber affirmed. He shared that the cost Lincoln City Libraries pays, in his experience, is an excellent value. Seacrest moved approval. Hale seconded. Brief discussion followed. **ROLL CALL VOTE:** Shaw, Sloan, Stewart, Hale, Marvin, Ostrowicki, Seacrest – AYE. Motion carried 7-0.

### Approve Book Sale Agreement

Director Weber noted that several changes were made this year to the agreement. In addition to cleaning up language and updating insurance clauses, as recommended by Jocelyn Golden, we have changed "Book Sale" to "Book Sale(s)" and removed the minimum two-day requirement, in preparation for being able to offer multiple, smaller events at branches. Further changes were made to accurately reflect how volunteers are currently storing, processing, and distributing donated items. Also updated was the language regarding distributing book sale monies to the Library, again to reflect how ThriftBooks and Book Nook sales are currently being managed. Hale moved approval. Seacrest seconded. There was no further discussion. **ROLL CALL VOTE:** Sloan, Stewart, Hale, Marvin, Ostrowicki, Seacrest, Shaw – AYE. Motion carried 7-0.

## PRESIDENT'S REPORT

President Sloan noted that Christopher Stewart had news to report regarding an exciting job opportunity for his wife, which will necessitate an out of state move for their family in late spring of this year. Stewart's final board meeting will be in April. Stewart shared that only the University of Illinois could take them away from Nebraska. Champaign-Urbana is second only to Harvard in having the largest academic library in the United States. It's the job opportunity of a lifetime for Stewart's wife, Claire Dougherty Stewart. He shared that he intends to continue as an active board member for the next two months before they leave. Stewart expressed his optimism that Lincoln City Libraries is going forward strongly with its new Director. Stewart and his wife were born and raised in Illinois, and they look forward to going home, but he reassured the Board that he will always remain a Husker fan. Congratulations were shared.

## ASSISTANT LIBRARY DIRECTOR'S REPORT

No report due to Assistant Director Glass's absence.

## DIRECTOR'S REPORT

Director Wieber provided an updated report on a recent security situation, and shared plans for increasing precautions to keep staff, contractors, and customers safe. Structurally, there are some limitations due to the age and complex architectural layout of Bennett Martin Library that have to be

taken into consideration in any plan to restrict access in the building. Among other strategies, plans for additional staff training, the possibility of increased guard presence at closing, and collaboration with LPD are in the works. Wieber emphasized, we take the safety of our people very seriously.

Also in the works are plans for online library card registration and a more interactive customer experience using a customer engagement platform. Such software, used by many organizations interacts with our customer database. It would provide things like a welcome to new customers, regular updates on programs and services, and reader's advisory. We will be exploring options over the next several months. Finally, given the continued difficulty of scheduling and staffing one large annual book sale, we will be looking at the possibility of multiple smaller sales. We'd like these to be at branch locations to get people in the door. Managers will be meeting soon to figure out how to do it without staff and volunteers being overwhelmed by too many shoppers. Brief discussion followed. Wieber noted that next week's meeting with staff on the topic of Message Mapping will be a good start in designing the communications a customer engagement platform could utilize. SirsiDynix is one of several potential providers of such a platform.

## PUBLIC COMMENT

No public comment

## ADJOURNMENT

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