

**LIBRARY BOARD MEETING MINUTES**  
**MONDAY, FEBRUARY 20, 2007**  
**BENNETT MARTIN PUBLIC LIBRARY**  
**136 s 14<sup>TH</sup> STREET, LINCOLN, NEBRASKA**

**LIBRARY BOARD MEMBERS PRESENT:** Lynda Anderson, Marlene Cupp, Jeff Kirkpatrick, Norm Langemach, Jim O'Hanlon, April Stevenson. Absent: Shirley Maly

**OTHERS PRESENT:** Carol Connor, Library Director; Paul Jones, Accountant; Barbara Hansen, Administrative Aide; Julie Beno, Bennett Martin Public Library Manager; Carol Swanson, Gere Branch Supervisor; Pat Leach, Youth Services Supervisor; Gary Meier, Buildings & Grounds Superintendent; Suzan Connell, Library Resources Coordinator; Sheila Jacobs, Outreach Supervisor; Kim Shelley, Northeast Service Unit Supervisor; Julee Hector, Eiseley Branch Supervisor; Carolyn Dow, Polley Music Librarian; John Felton, Information Services & Technology Coordinator; Nicole Zink, Executive Director, Foundation for Lincoln City Libraries; Barb Baier, City Grant Writer; Connor Reuter, City Attorney's Office.

Ms. Anderson called the meeting to order at 8:00 a.m.. It was announced that the Open Meetings Law of the State of Nebraska was posted in the back of the meeting room.

**APPROVAL OF AGENDA:** The Agenda/Meeting Notice was posted according to the Open Meetings Law of the State of Nebraska. Ms. Cupp moved the agenda be approved as posted. Second by Ms. Stevenson. Roll Call Vote: Anderson, Cupp, Langemach, Stevenson - aye; Kirkpatrick, Maly, O'Hanlon - absent. Motion carried 4-0.

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**APPROVAL OF JANUARY 16, 2007 MEETING MINUTES:** Ms. Stevenson moved the minutes of the January 16, 2007, meeting be approved as mailed. Second by Mr. Langemach. Roll Call Vote: Cupp, Langemach, Stevenson, Anderson - aye; Kirkpatrick, Maly, O'Hanlon - absent. Motion carried. 4-0,

**APPROVAL OF FEBRUARY 12, 2007, MEETING MINUTES:** Mr. Langemach moved the minutes of the February 12, 2007, meeting be approved as mailed. Second by Ms. Cupp. Roll Call Vote: Cupp, Langemach, Stevenson, Anderson - aye; Kirkpatrick, Maly, O'Hanlon - absent. Motion carried. 4-0.

**STANDING COMMITTEE REPORTS:**

***Committee on Administration*** - Mr. Langemach reported on the work the committee has been doing on the Naming Policy. A draft of the policy will be submitted to the Law Department for review. After the review, the policy will be submitted to the full Board.

Mr. Langemach reported that it has been requested that an update to the Circulation Policy be approved. The library will begin using e-mail and phone calls to notify customers materials are available for pickup or are overdue. This will enable the library to discontinue sending paper notices via US mail. Mrs. Connor reviewed the revised policy. The new wording, "As a courtesy Lincoln City Libraries attempts to notify customers regarding overdue materials and charges that total \$10.00 or more. If an item is not returned within 21 days after the due date, a 'lost' charge (the price of the item) and a processing fee are assessed" clarifies that the notice is a courtesy and not a requirement. Staff is updating customer records to assure reliability when contacting customers. It is anticipated that initially 80% of the notices will be via phone with the goal to convert as many over to e-mail as possible. Mr. Langemach moved adoption of the change in the Circulation Policy. Second by Ms. Stevenson. Roll Call Vote: Langemach, Stevenson, Anderson, Cupp - aye. Absent: Maly, Kirkpatrick, O'Hanlon. Motion carried 4-0.

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***Buildings & Grounds Committee*** - Mrs. Connor requested approval to renew the contract for grounds maintenance at Gere, Anderson, South, and Bethany Branch Libraries. If approved, this would be the third year of the four year options available under this contract. There is a slight increase in cost. Ms. Cupp moved to approve extending the grounds maintenance contract with Great Plains Landscape Services for the 2007 growing season. Second by Ms. Stevenson. Roll Call Vote: Langemach, Stevenson, Anderson, Cupp - aye. Absent: Maly, Kirkpatrick, O'Hanlon. Motion carried 4-0.

***Committee on Finance***: Ms. Cupp presented the recap of expenditures for January 2007 listing claims in the amount of \$565,251.79 from operational funds and \$57,544.42 from other funds for a total expenditure of \$677,796.21. Ms. Cupp moved approval of the report and payment of all claims. Second by Ms. Stevenson. Roll Call Vote: Stevenson, Anderson, Cupp, Langemach - aye; Maly, Kirkpatrick, O'Hanlon - absent. Motion carried 4-0.

### **SPECIAL COMMITTEE REPORTS:**

***Downtown Library Development*** - As previously discussed, Ms. Anderson did send a letter to Kent Seacrest regarding a Library Board member serving on the 2015 Vision committee addressing the P & Q street development.

***Foundation Liaison*** - No report.

***Joint Facility Development & Use*** - Mrs. Connor reported on the various meetings that occurred over the past month. Progress is slow but steady.

***One Book - One Lincoln Community Reading Program*** - It was reported the nomination period closed on February 16<sup>th</sup>. The list of nominated titles is being prepared and the Selection Committee is being developed.

***Polley Music*** - Ms. Cupp reported that a letter of invitation was sent to 24 people inviting them to participate on the Polley Task Force. To date, nine people have responded positively to serving on the task force. The Polley Music Reference Library Task Force is being formed at the direction of the Library Board. The first meeting of the task force is February 28<sup>th</sup> at 4:00 p.m. The purpose of the task force as directed by the Library Board is to explore the possibility of supplemental financial support of the Polley Music Reference Library. Marlene Cupp, Shirley Maly and April Stevenson are the Board members serving on the task force.

***Technology*** - John Felton, Information Services & Technology Coordinator, reported library staff is requesting assistance with managing the Library's network. There are 400 computers at eight locations that need to be managed on the network. During the recent problem it was realized that help is needed managing the network. Managing the network includes keeping the servers up to date, dealing with problems when the Internet suddenly goes down, etc. A company is needed that would actually monitor the network all the time and if something happens it would be aware of the problem before the Library would be. It would be able to assist staff and keep the library network from going down like it did for several days around Christmas. It would also make sure that our 20 servers would be kept up to date and maintained. Most of our equipment is seven or eight years old and help is needed planning for the future. The ideal would be to have an annual contract with a monthly service fee for which a number of actual contact hours would be provided to the library.

Mrs. Connor explained that she is seeking consensus from the board to pursue preparing a request for proposals for this service. Library staff would be working with the City Purchasing Agent on this proposal.

After discussion the board agreed that it would be appropriate to pursue a request for proposals for assistance with managing the library's network.

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**PRESIDENT'S REPORT:** None

**UNFINISHED BUSINESS:**

**Tabled Items** - Ms. Cupp moved to bring back to the table the adoption of the FY 2007-2008 Operational Budget. Second by Mr. Langemach. Roll Call Vote: Stevenson, Anderson, Cupp, Langemach - aye; Maly, Kirkpatrick, O'Hanlon - absent. Motion carried.

There being no additional discussion Mr. Langemach moved to approve the 2007-2008 operational budget. Second by Ms. Cupp. Ms. Cupp complimented the staff for the work it did on crafting this budget. Roll Call Vote: Stevenson, Anderson, Cupp, Langemach - aye; Maly, Kirkpatrick, O'Hanlon - absent. Motion carried 4-0.

Mr. O'Hanlon arrived at this time.

Ms. Cupp moved to bring back to the table the adoption of the Polley Music Library Budget. Second by Mr. Langemach. Roll Call Vote: Anderson, Cupp, Langemach, O'Hanlon, Stevenson - aye; Maly, Kirkpatrick - absent. Motion carried 5-0.

There being no further discussion Mr. O'Hanlon moved to approve the 2007-2008 Polley Music budget. Second by Mr. Langemach. Roll Call Vote: Cupp, Langemach, O'Hanlon, Stevenson, Anderson - aye; Maly, Kirkpatrick - absent. Motion carried 5-0.

Ms. Cupp moved to bring back to the table the adoption of the FY 2007-2008 Heritage Room budget. Second by Mr. Langemach. Roll Call Vote: Langemach, O'Hanlon, Stevenson, Anderson, Cupp - aye; Kirkpatrick, Maly - absent. Motion carried 5-0.

There being no further discussion Mr. O'Hanlon moved to approve the 2007-2008 Heritage Room budget. Second by Mr. Langemach. Roll Call Vote: Langemach, O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick - aye; Kirkpatrick, Maly - absent. Motion carried 5-0.

**Trustee Development Committee** - Suzan Connell, Library Resources Coordinator, gave a brief demonstration of the new downloadable audio book program, OverDrive. Lincoln City Libraries will begin providing the service February 20<sup>th</sup>. A customer can go directly to the OverDrive site or reach the site via the library's Web page. The customer is then linked to Lincoln City Libraries collection of audio books. Currently only audio books are available in the library's collection but e-books, downloadable music and downloadable video will be available in the future. Items are downloaded to a customer's personal computer and can be listened to on the computer or transferred to an MP3 player. Items check out for 21 days, no renewals. Items are automatically returned after 21 days. Ten items may be checked out at one time, ten holds may be placed at any one time. Hold fees are not possible with the system. Overdue fees are not a factor because items checked out cannot go overdue. Audio books are delivered in a .wma file format. Depending on the publisher and copyright issues, some titles can be burned to CD. (Mr. Kirkpatrick arrived at this time.)

**NEW BUSINESS:**

**National Arts Program Foundation Grant** - Barbara Baier, Grant Writer for the City of Lincoln, distributed information about the National Arts Program. The program is sponsored by the National Arts Program Foundation which is an endowed foundation by a gentleman who wished to promote amateur and professional art across the country among municipal and other types of employees. The National Arts Program Foundation

has existed for about 20 years and has 75 different cities and governmental entities across the United States that participate in the program annually. The Nebraska Arts Council has provided funding for installation of a rail display system. Funds were provided by the Duncan Family Foundation to cover the cost of the professional jurors. Two AmeriCorps members will coordinate the project on a part-time basis. The National Arts Program Foundation funding covers awards and publicity. The Public Building Commission turned down the request to display artwork in the County-City Building. The National Arts Program Foundation agrees to abide by and have any participants in the program abide by requirements that the City may stipulate for the parameters of the art. If there are concerns about nudity, for example, it can be prohibited. The Library has been contacted because a display venue is needed in order to provide this opportunity to City employees. Providing the venue can be a one-time commitment or it can be continued as long as the program is offered. The art will be on display for about four weeks. The amount of space needed is not certain, it will depend on the number of entries.

Mrs. Connor noted that the library regularly exhibits artwork from Lincoln Public Schools and is happy to do what it can to assist with the City employee art project.

Mr. O'Hanlon asked if the restriction to offer the program only to City employees is because of the National Arts Program rules or a local restriction. Ms. Baier explained that ultimately it is the choice of the grant recipient. The National Arts Program encourages it as a municipal employee program but is more than happy to see additional company employees participate. It is easier to handle when you limit it to municipal employees and their families. The Foundation suggests that if the program participation is expanded, it be a corporate underwriter whose employees would be eligible. You could, for instance, open it up to library users.

Mrs. Connor suggested that since this is the first year of the program, she agreed that it would be best to keep it simple and open only to City employees.

Ms. Cupp asked what type of art was eligible. Ms. Baier explained that all types of art are acceptable if that is what is wanted. It is suggested that during the first year the artwork be limited to paintings, photographs, fibers. Sculpture and crafts have unique issues of breakage so it is encouraged those mediums be eased into.

The Library is pleased to be able to assist by providing display space. Ms. Baier was thanked for providing background information on the program.

**DIRECTOR'S REPORT:** Mrs. Connor introduced Julee Hector, Branch Supervisor of Eiseley Branch Library. As part of her responsibilities Ms. Hector also supervises the bookmobile. Mrs. Connor explained that in the past the bookmobile schedule was evaluated every six months. In order to be more response to community needs and make route changes more quickly, the evaluation period has been reduced to every three months. In May 2007 stops at Huntington School, Roper Elementary School and Autumn Woods will be discontinued because of low use. This will allow special summer stops to be scheduled. By this fall regular bookmobile stops will be identified to replace the three discontinued stops.

Mrs. Connor reported Pat Leach, Youth Services Supervisor, is preparing a grant to the Nebraska Arts Council for summer reading program events. The grant would underwrite the cost of Michael Fitzsimmons' "Drums of the World" program. He will provide seven sessions at five libraries. The required match portion of the grant is included in this year's program budget.

Mrs. Connor distributed copies of the City's formal Grievance Procedure under The American with Disabilities Act. The City of Lincoln has adopted a grievance procedure providing prompt and equitable resolution of complaints alleging noncompliance with the Americans with Disabilities Act of 1990. A survey of all facilities is being done, the 1992 plan is being reviewed and accomplishments noted.

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**FOUNDATION FOR LINCOLN CITY LIBRARIES:** Nicole Zink reported the Foundation has hired a marketing consultant, Christy Shoemaker, to develop a marketing plan specifically focusing on a Friends of Lincoln City Libraries campaign as well as how to market the library's Web site.

The Foundation has been working on hosting events during National Library Week in April. The Nebraska Literary Heritage Association's annual spelling bee is scheduled Tuesday, April 17<sup>th</sup>; Barnes and Noble and Lee Booksellers will be hosting book fairs on April 21st where a percentage of sales that day will be donated to the library for the purchase of new materials. More details will be provided as they are available.

***Technology Committee Report Continued*** - Jeff Kirkpatrick reported that the committee had met and discussed Open Source. It is the recommendation of the Technology Committee that the library continue to make Open Source software available and that it be monitored to see how much usage it gets. It was found that when Open Source software was made available, it was not the software people used most. Most people are familiar with commercial programs, such as Microsoft Office, and are more comfortable using them. But, at the same time, there is some demand for Open Source and the demand may grow so the Library will continue to make it available.

**PUBLIC COMMENTS:** None

**CLOSED SESSION:** At 8:58 a.m. Ms. Anderson moved the meeting go into closed session to discuss a personnel matter. Second by Ms. Cupp. Roll Call Vote: O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick, Langemach - aye; Maly - absent. Motion carried 6-0.

Ms. Anderson repeated that the closed session was called to discuss a personnel matter and asked Library Director Carol Connor and City Attorney Connor Reuter to participate in the closed session.

At 9:06 a.m. Mr. O'Hanlon moved the meeting return to open session. Second by Mr. Kirkpatrick. Roll Call Vote: Stevenson, Anderson, Cupp, Kirkpatrick, Langemach, O'Hanlon - aye; Maly - absent. Motion carried 6-0. It was reported that no action was taken during the closed session.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:07 a.m.