LIBRARY BOARD MEETING MINUTES  
TUESDAY, MARCH 17, 2015; 8:00 AM  
BOARD ROOM, BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA

LIBRARY BOARD MEMBERS PRESENT: Donna Marvin, Martha Florence, Herb Friedman, Carol Speicher, Lowell Berg, Herb Schimek, and Kathy McKillip. Absent: None

OTHERS PRESENT: Pat Leach, Library Director; Julee Hector, Assistant Library Director; Paul Jones, Business Office Accountant; Barbara Hansen, Administrative Aide; Julie Beno, Bennett Martin Public Library Public Service Coordinator; Brenda Ealey, Gere Branch Manager; Carolyn Dow, Polley Music Librarian; Peter Jorgensen, Virtual Services Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jeff Kirkpatrick, City Attorney; Denise Pearce, Senior Policy Aide, Mayor’s Office; Randy Hawthorne, Nonprofit Hub Executive Director.

President Friedman called the meeting to order at 8:00 a.m. and announced that the Open Meetings Law of the State of Nebraska was posted and available for inspection.

APPROVAL OF AGENDA: The Agenda/Meeting Notice was posted in accordance with the Open Meetings Law of the State of Nebraska. Speicher moved the agenda be approved as posted. Second by Florence. Roll Call Vote: Berg, Florence, Friedman, Marvin, McKillip, Schimek, Speicher - aye. Motion carried 7-0.

TRUSTEE DEVELOPMENT: Library Director Pat Leach introduced Randy Hawthorne, Executive Director, Nonprofit Hub. Nonprofit Hub is a co-working space located at 14th & P Streets. Co-working offers space if you do not have a budget for office space or do not want to work out of a home office. It offers a collaborative work space with day desks which can be rented for as little at $15 a day, and includes Wi-Fi, printers, copiers, etc. If a nonprofit walked in the door, they should be ready to work within 10 minutes. Meeting room space is also available. Hawthorne said the space provides more than just a place to work. Not only will this be the home to hundreds of nonprofits, but Nonprofit Hub also provides education for these organizations, in keeping with its original mission. It brings in nonprofit industry experts, and the organizations have access to staff expertise.

The space is also available to for-profit businesses that take a pledge to do social good through their business practices or in the community. Information about Nonprofit Hub and information about reserving a workspace is available at nonprofithub.org.

APPROVAL OF MINUTES: Schimek moved to approve the minutes of the February 17, 2015, meeting as presented. Second by Speicher. Roll Call Vote: Florence, Friedman, Marvin, McKillip, Schimek, Speicher, Berg. Motion carried 7-0.

STANDING COMMITTEE REPORTS:

Committee on Administration -  
Review of Bylaws Revisions - Two changes to the bylaws are being recommended by the committee:

1. In Article III, Section 6, add language allowing the Vice President to authorize payments in the absence of the President. This would allow library staff process payments in a timely manner if the President is unavailable or out of town for an extended period of time.

2. In Article VI, Section 1, strike the language, “The President shall be an ex officio member of all committees.” Deleting this language will allow appointment of three people to a committee without the potential quorum problem if the President attends.
The changes in the Bylaws will be brought to the April Board meeting as an action item.

**Customer Complaint Policy** - Leach reviewed the policy draft, noting that as staff deal with accreditation, there are certain policies that are recommended by the Nebraska Library Commission. This policy outlines the procedure for customer complaints. If a complaint is not resolved with library staff or the director, it is taken to the Board and then shared with the City Ombudsman. A formal policy helps to lay out the steps, and can be shared with the person filing complaint. It was noted that this policy does not apply to complaints regarding library collections. The handling of those complaints is included in the materials selection policy. Approval of policy moved by Schimek, second by McKillip. Roll Call Vote: Marvin, McKillip, Schimek, Speicher, Berg, Florence, Friedman - aye. Motion carried 7-0.

**Buildings & Grounds Committee:**

**Facilities Plan** - The plan had been sent to Board members earlier for review.

Marvin asked about using terrazzo tile instead of linoleum in entrance of Eiseley and Walt branches. Berg explained the walk off tile and that is would be a reasonable investment. The terrazzo tile is much more expensive and can get very slippery when wet.

Marvin asked if the planter on the east side of South Branch could be removed. It can be removed but it protects the building from automobile accidents. The planter has been hit by cars more than once. It is recommended that the entrance be redone and the drainage problem be corrected.

Schimek asked about priorities. Berg reported that would be left to management to decide. In terms of programming space we can do the most good at Anderson. Speicher noted that Anderson Branch is the homeliest building she has seen of the library facilities. If the inside of the building is changed to be more inviting, we need to change the outside too.

Leach noted that David Cary, Interim Planning Director, is aware of the plan and that we may be adding items to the city’s next Capital Improvement Program. The information can also be used if a bond issue is proposed for system-wide library improvements along with a new Central Library.

Berg noted that future plans for new branches, if undertaken, would affect what is done at current branches.

RFID has been addressed in the plan at a cost of $750,000. RFID would pay for itself reasonably quickly.

Marvin asked about the blinds recommended at Eiseley Branch. Berg explained the sun problem in afternoon due to the north-south orientation of the building. Walt Branch does not have the same problem because its orientation is east-west.

Marvin moved the Facilities Plan be adopted as presented. Second by Berg. Roll Call Vote: McKillip, Schimek, Speicher, Berg, Florence, Friedman, Marvin - aye. Motion carried 7-0.

**Committee on Finance:** Florence presented recap of expenditures for February 2015 listing claims in the amount of $720,073.14. Florence moved approval of the expenditures and payment of all claims. Second by Marvin. Roll Call Vote: Schimek, Speicher, Berg, Florence, Friedman, Marvin, McKillip - aye. Motion carried 7-0.
SPECIAL COMMITTEE REPORTS:

Central Library Committee: Schimek reported that he, Friedman, and Leach would be meeting with two County Commissioners (Amundson, Hudkins) to share information about the central library project. The meetings with City Council members have been worthwhile, with good questions being asked that can be used as background information later in the campaign.

Foundation for Lincoln City Libraries: Gail McNair, Executive Director, reported that the book nooks at five library locations average between $900 and $1200 a month combined. A book nook is being added at Bethany Branch soon. McNair thanked library staff for their help in keeping the nooks stocked. The Foundation has received a grant from the Lincoln Community Foundation to fund an intern that will assist with the newsletter and website. Upcoming activities include Spelling Bee on April 23 at Single Barrel, Give to Lincoln Day on May 28, Coffee on the Dock at The Mill on May 25 to announce the One Book - One Lincoln title. Tickets can still be purchased for the March 26th fundraiser at the PlaMor Ballroom.

Lincoln Cares - No report

One Book - One Lincoln - Marvin reported that the Selection Committee is hard at work with a deadline of May 1 to select the title and finalists. The three finalists are to be announced in early May with the selected title announced on May 25 at the Foundation event at The Mill in the Haymarket.

Technology Committee - The committee did not meet. Leach reported progress is being made on the new website. Staff is working on migrating information to the new site. We want to migrate to the new site by the beginning of the summer reading program. Staff is also working on the migration to a new Integrated Library System (ILS) with a go live on April 30. The library is also working with working with City staff on a project for fiber connections for all libraries. Grant funding from the Public Service Commission looks promising. If that grant is not received, other funding sources have been identified.

NEW BUSINESS:

Volunteer Proclamation and Resolution: In recognition of the volunteers who have contributed to the programs and services offered by the libraries to the community, the Board of Trustees of Lincoln City Libraries hereby proclaims April 12–18, 2015 as Volunteer Appreciation Week, in Lincoln City Libraries, Lincoln, Nebraska. Volunteer Marjorie Larson is to be recognized for her 10 years of dedicated volunteer service at Gere Branch Library. Moved by Schimek, second by Speicher. Roll Call Vote: Speicher, Berg, Florence, Friedman, Marvin, McKillip, Schimek - aye. Motion carried 7-0.

Approval of Renewal of Rivistas Periodical Contract: Leach requested approval of a renewal of the Rivistas contract in the amount of $38,929.64. This is the annual contract for periodicals (mostly magazines). There may be adjustment invoices during the year due to dropped and added subscriptions. Marvin moved to approve the renewal, second by Berg. Roll Call Vote: Marvin, McKillip, Schimek, Speicher, Berg, Florence, Friedman - aye. Motion carried 7-0.
**Illuminating Lincoln Artwork Placement:** Local teen social service provider The Lighthouse is sponsoring a public art program featuring light bulbs. As part of the City’s arrangements, Gere Branch Library has been designated as one of four placements on City property. Leach requested approval from the Board for temporary placement of the piece at Gere Branch Library. Moved by Marvin, second by McKillip. Roll Call Vote: McKillip, Schimek, Speicher, Berg, Florence, Friedman, Marvin - aye. Motion carried 7-0. Berg asked that sight lines be addressed to assure that library signage is not blocked by the piece. Leach stated that staff have worked in concert with Public Works staff regarding the placement and will confirm with staff that the site lines are clear.

**LIBRARY BOARD PRESIDENT’S REPORT:** Friedman noted that a road trip to Cedar Rapids, IA, is being planned to tour the new public library around May 1st. The City Attorney’s office has determined that this can be treated as informational, similar to going to a conference. There will not be an issue if more than three Board members plan to participate.

**LIBRARY DIRECTOR’S REPORT:** Leach shared a copy of the article from the March 17, 2015, Lincoln Journal Star regarding the LIBA sponsored Mayoral debate. The Pershing Center was mentioned. Friedman has requested the Committee on Administration meet following the Library Board meeting to discuss a possible response to the comments in the article.

Leach reported that in accordance with policy, staff has been working on a records purge to eliminate old, unused accounts in the user database.

Leach reviewed the library’s use of Unique Management, a collection agency. The Library works hard to get back materials. Once an account reaches $50 for a thirty day period, it is turned over for collection. A report is being prepared by Unique and will be shared with the Board when it arrives.

Leach attended Nebraska Library Association Advocacy Day on March 10, visiting with staff of District 29 representative Kate Bolz. Leach and McNair visited the new Ashland Public Library on March 12. New Heritage Room Librarian Erin Willis will begin on March 26.

Leach reported that the fiber project includes a grant application to the Public Service Commission (PSC). It has $500,000 in funding to enhance availability of broadband. David Young, Fiber Network and City Right of Way Manager, and Nebraska Link put forth an application of $380,000 for the project. PSC staff has recommended it be funded. PSC should be getting testimony back in the next month and it looks promising about Lincoln City Libraries getting the grant. Fiber will significantly increase the size of our Internet pipe and our wireless access.

Leach reported that she continues to make presentations regarding the Central Library project including presentations to Optimists and Lions clubs, a Westminster men’s group, and a First Plymouth supper club. Leach also visited the kindergarteners at West Lincoln Elementary school for Read Across America Day. Staff presented information to the Mayor’s Multicultural Committee regarding events and materials available to our diverse community. The committee seemed impressed with the variety of services provided.

**ASSISTANT LIBRARY DIRECTOR’S REPORT:** Hector reported that the month has been all about Integrated Library System (ILS) migration. Data has been extracted from KOHA. She is working daily with SirsiDynix mapping data. Staff training has started with training the trainers. The go live date of April 30 requires the project stay on task with no delays. SirsiDynix is an
international company based out of Provo, Utah. A demonstration of the product will be done by library staff at the next Board meeting.

PUBLIC COMMENT: None

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