

**LIBRARY BOARD MEETING MINUTES  
MONDAY, MARCH 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, Shirley Maly, Jim O'Hanlon, April Stevenson. Absent: None

**OTHERS PRESENT:** Carol Connor, Library Director; Greg Mickells, Assistant Library Director; Paul Jones, Accountant; Barbara Hansen, Administrative Aide; Julie Beno, Bennett Martin Public Library Manager; Pat Leach, Youth Services Supervisor; Gary Meier, Buildings & Grounds Superintendent; Sheila Jacobs, Outreach Supervisor; Julee Hector, Eiseley Branch Supervisor; Jodene Glaesemann, Walt Branch Supervisor; Carolyn Dow, Polley Music Librarian; Nicole Zink, Executive Director, Foundation for Lincoln City Libraries.

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 meeting room.

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

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**APPROVAL OF FEBRUARY 20, 2007, MEETING MINUTES:** Ms. Maly moved the minutes of the February 20, 2007, meeting be approved as mailed. Second by Mr. O'Hanlon. It was noted that under the Polley Committee Report Ms. Maly should be added as a member of the Polley Music Task Force. Roll Call Vote: Cupp, Langemach, O'Hanlon, Anderson - aye; Maly - abstain; Kirkpatrick, Stevenson - absent. Motion carried 4-0.

**STANDING COMMITTEE REPORTS:**

***Committee on Administration*** - Mr. Langemach reported on an update to the Circulation Policy. Staff has reported that customers tend to use e-books and downloadable audio books differently than print materials. Therefore it is requested that a more flexible approach to electronic library materials be taken. Mr. Langemach moved to include the statement "The checkout period for electronic and downloadable materials may vary from the three week period. It shall be at the Library Director's discretion to set check out periods for electronic and downloadable materials" in the Circulation Policy to allow for flexibility when use patterns are identified by staff. Second by Ms. Maly. Roll Call Vote: Kirkpatrick, Langemach, Maly, O'Hanlon, Anderson, Cupp - aye; Stephenson - absent. Motion carried 6-0.

Mr. Langemach also reported the committee has been reviewing customer behavior problems at libraries.

Off-duty police officers are being used from time to time at both Eiseley and Anderson branch libraries. The review of customer behavior is an ongoing process.

***Buildings & Grounds Committee*** - No report.

***Committee on Finance:*** Mr. O'Hanlon presented the recap of expenditures for February 2007 listing claims in the amount of \$607,171.09 from operational funds and \$24,117.52 from other funds for a total expenditure of \$631,288.61. Mr. O'Hanlon moved approval of the report and

payment of all claims. Second by Ms. Cupp. Roll Call Vote: Langemach, Maly, O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick - aye. Motion carried 7-0.

### **SPECIAL COMMITTEE REPORTS:**

***Downtown Library Development*** - Mr. Langemach reported the Lincoln Downtown Rotary Club #14 has extended an invitation for proposals for possible projects to celebrate and recognize its 100<sup>th</sup> anniversary. Greg Mickells, Assistant Library Director, described a proposed Rotary Literacy Center. To address the literacy needs of Lincoln, Lincoln City Libraries needs to create dedicated space to accommodate equipment, furnishings and services. Lincoln City Libraries would partner with other community organizations that share or support its literacy mission. Outside agencies, such as the Lincoln Literacy Council, would have access to the Center to assist with their literacy mission. If the opportunity for a new library in the downtown area came, the Center would be portable and could be moved into a new facility.

Board members agreed to submit the proposal noting that this would be an example of the kind of partnership that the Library would like to foster in the rest of the community. Mrs. Connor will forward the Rotary Literacy Center concept as a possible Centennial Project to Lincoln Rotary Club #14.

***Foundation Liaison*** - Ms. Stevenson reported the Foundation Board meeting was at Anderson Branch Library. New members were welcomed and a 5% payout from restricted funds was approved for library use.

***Joint Facility Development & Use*** - A meeting of the stakeholders is scheduled at Arnold School in preparation for an April charette. The interlocal agreements are being drafted with a target date of mid-April for action by the City Council.

***One Book - One Lincoln Community Reading Program*** - Mr. Kirkpatrick reported that the nomination period had closed and the Selection Committee's first meeting is scheduled in late March.

***Polley Music*** - Marlene Cupp reported the first meeting of the Polley Task Force was held at the Bennett Martin Public Library on February 28, 2007. Task Force members attending included Marj McKinty, Jim Hejduck, John Richmond, Malley Keelan, Annette Murrell, Mary Sue Harris, Nicole Zink, Vice Learned, April Stevenson and Marlene Cupp. Board member Lynda Anderson was also present. Library staff present were Greg Mickells and Carolyn Dow.

Other members of the Task Force who were unable to attend included Shirley Maly, Nancy Marshall, Ginny Parker, Cathy Blythe, Donna Baddeley, Robert and Phyllis Narveson.

Lynda Anderson opened the meeting with an explanation of the Polley Trust Fund and the need for the support. Marlene Cupp gave a brief history of the Polley Music Reference Library. Ideas discussed by the Task force included grant applications. Nicole Zink explained what action the Foundation had taken about a National Endowment for the Humanities grant. Other ideas discussed included using music teachers as volunteers, having a 25<sup>th</sup> anniversary celebration, an intern program with college and university students, pursuing local and Nebraska foundation support, investigating support from local music organizations, private music teachers, public school music teachers and music unions. Annette Murrell, Marj McKinty, Jim Hejduck and April Stevenson volunteered to serve on a planning committee.

The planning committee met on Saturday, March 17<sup>th</sup>. Many ideas were discussed about what direction to go and it was decided to meet again on March 28<sup>th</sup>. April Stevenson agreed to serve as facilitator and assignments were made to members of the committee with reports due at the next meeting. The planning committee will report at the next meeting of the Task Force in April.

**Technology** - No report.

**Trustee Development Committee** - Sheila Jacobs, Outreach Supervisor, provided an overview of Outreach Services. It provides information and services out in the community by attending fairs and festivals, providing summer outreach programs in Lincoln and Lancaster County. The service also provides programming and volunteer opportunities. Ms. Jacobs described Interlibrary Loan service, both the borrowing side and the lending side. A demonstration of the ILLiad management system used by Interlibrary Loan was given.

Ms. Jacobs reviewed the senior services provided by the library. Home Service is provided to individuals who are unable to travel to the library because of a permanent or temporary disability. Library materials are mailed directly to the user's home. There are currently 150 active customers of this service. The library also delivers materials to senior facilities. There are currently 13 facilities where materials are delivered to. About 30 items are delivered to each location for use by residents in the facility.

**PRESIDENT'S REPORT:** National Library Week is April 15-21, 2007. Recognition of Lincoln City Libraries' volunteers will be on Sunday, April 15<sup>th</sup>. Ms. Anderson moved approval of a proclamation recognizing the services of the library's many volunteers. Second by Ms. Maly. Roll Call Vote: Maly, O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick - aye; Langemach - absent. Motion carried 6-0.

Ms. Anderson moved adoption of a resolution for volunteer Marcella Shotwell who has been volunteering for Lincoln City Libraries for ten years. Second by Mr. Kirkpatrick. Roll Call Vote: O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick, Maly - aye; Langemach - absent. Motion carried 6-0.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Lincoln Rotary Club #14 Community Service Auction** - Rotary Club #14 holds an annual auction which raises money for a community organization. It is the library's goal to ask the Foundation, on behalf of Lincoln City Libraries, to submit a proposal. Deadline for 2007 proposals is April 13<sup>th</sup>. Two proposed applications have been developed. One proposal assists librarians in providing more mobile public service. To assist with this the purchase of wireless tablet computers is needed. These would connect staff to library resources while in public areas assisting customers. The second proposal would provide funding to assist with contracting with an individual/company to keep the Polley Music Web page current.

Ms. Stevenson reported that it was not likely that Rotary Club would support the Polley Music concept. The roving Reference service would be more likely to be accepted.

It was moved by Ms. Maly the Library Board recommend the Foundation for Lincoln City Libraries develop a proposal to Lincoln Rotary Club #14 for a Roving Reference service.

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Second by Ms. Anderson. Roll Call Vote: Stevenson, Anderson, Maly, O'Hanlon - aye; Cupp, Kirkpatrick - nay; Langemach - absent. Motion carried 4-2.

Ms. Stevenson explained that she would like to see the Polley proposal made to other entities. The Rotary Club is not a good fit for this type of proposal.

**DIRECTOR'S REPORT:** Mrs. Connor reported on the budget process and status. Due to the election, not much will be known until after May 1<sup>st</sup>.

**ASSISTANT LIBRARY DIRECTOR'S REPORT:** Mr. Mickells provided updates on projects, The Polley Music Task Force is an exciting group which will do some tremendous projects. Mr. Mickells will be attending a SNAC (School Neighborhood Advisory Committee) meeting in preparation for a shareholders meeting regarding the Arnold School. Omaha Public Library has provided information on its Saddlebrook project which is also situated with a school. Pat Leach and Young Adult librarians will be meeting to look at developing teen programming ideas. Hopefully the ideas will be implemented at Eiseley Branch library right away. The Foundation may be able to assist with funding some of the recommendations. Corporate sponsorship will also be investigated. A meeting was also held with Sandy Meyers, Lincoln Parks and Recreation, regarding engaging young people at the library. Staff is looking at collaborating with Goodrich middle school.

**FOUNDATION FOR LINCOLN CITY LIBRARIES:** Nicole Zink reported that the Nebraska Literary Heritage Association will be holding its annual spelling bee at P.O. Pears on Tuesday, April 17<sup>th</sup>. The Foundation is sponsoring a contestant. Both Barnes & Noble and Lee Booksellers will be hosting a book fair on Saturday, April 21<sup>st</sup>. A percentage of the sales on April 21<sup>st</sup> will benefit Lincoln City Libraries.

**PUBLIC COMMENTS:** None

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:46 a.m.