BOARD MEMBERS PRESENT: Lowell Berg, Donna Marvin, Carol Speicher, Kathy McKillip, Herb Schimek; Martha Florence, Herb Friedman – Absent. A quorum was present.

OTHERS PRESENT: Pat Leach, Library Director; Julee Hector, Assistant Library Director; Barbara Hansen, Administrative Aide; Paul Jones, Business Office Accountant; Jodene Glaesemann, Walt Branch Manager; Julie Beno, Bennett Martin Public Library and South Branch Manager; Rod Cummings, Virtual Services Coordinator; Peter Jorgensen, Virtual Services Manager; Brenda Ealey, Gere Branch Manager; Carol Swanson, Collections Manager; Gail McNair, Foundation for Lincoln City Libraries Executive Director; Jeff Kirkpatrick, Law Department; Denise Pearce, Mayor's Office; Brendan Evans, Research Associates; Michele Tilley, Chocolate Cake Design.

The meeting was called to order at 8:00 a.m. by President Schimek. It was announced the Open Meetings Law of the State of Nebraska was posted.

APPROVAL OF AGENDA: The Meeting Notice/Agenda was posted according to the Open Meetings Law of the State of Nebraska. Speicher moved the agenda be approved as posted. Second by Berg. Roll Call Vote: Berg, Marvin, Schimek, Speicher – aye; Florence, Friedman, McKillip – absent. Motion carried 4-0

PUBLIC COMMENT ON AGENDA ITEMS: None.

McKillip arrived at this time.

APPROVAL March 18, 2014, MEETING MINUTES: Marvin moved to approve the minutes of the March 18, 2014, Library Board meeting as published. Second by McKillip. Roll Call Vote: Marvin, McKillip, Schimek, Speicher, Berg – aye; Florence, Friedman – absent. Motion carried 5-0.

STANDING COMMITTEE REPORTS:

Committee on Administration – The committee met and reviewed proposed revisions to two policies.

Closing Policy – Leach reported that the current policy requires that one library location remain open during weather events so that staff has a place to report if they wish to work. The revised policy strikes the text “Library staff will have the opportunity to report to work at a designated open library.” The thinking behind this change is that during very severe weather such as blizzard warnings, public safety officials recommend that people only venture out due to emergencies. In light of that it seems reasonable that all library locations be closed. Staff will have the opportunity to work if they choose to by arranging it with their supervisor. McKillip moved to adopt the revised Closing Policy effective May 1, 2014. Second by Berg. Roll Call Vote: Marvin, McKillip, Schimek, Speicher, Berg – aye; Florence, Friedman – absent. Motion carried 5-0.

Library Rules – Leach requested that Library Rule 6 be revised to include the prohibition of electronic smoking devices. Rule 6 would state “Use of tobacco, electronic smoking devices, alcohol, or drugs is prohibited, as is drunkenness or any form of drug abuse.” This confirms to
Lincoln/Lancaster County Health Board recommendations. Marvin moved to approve the revised Library Rules effective May 1, 2014. Second by Berg. Roll Call Vote: McKillip, Schimek, Speicher, Berg, Marvin – aye; Florence, Friedman – absent. Motion carried 5-0.

**Committee on Buildings & Grounds** – No report.

**Committee on Finance** –

*Monthly Recap Report* - Marvin reported on the recap of expenditures for March 2014, listing claims in the amount of $696,227.91. Marvin moved approval of the report and payment of all claims. Second by Speicher. Roll Call Vote: Marvin, Speicher, Berg, McKillip, Schimek – aye; Florence, Friedman – absent. Motion carried 5-0.

Marvin reported the quarterly Finance Committee meeting was held on April 9th.

- Fiscal Year 2014-2015 and Fiscal Year 2015-2016 proposed budgets were discussed. The Operating, Heritage Room, and Polley Music Library budgets will be presented to the Library Board in May.
- The Library’s carryover amount from the previous fiscal year is $159,759. These funds are being held until some of the building mechanical issues are examined. Another possible use in the future is the migration to a new Integrated Library System. Proposals for the use of these funds have to be approved by the Library Board and the Mayor.
- The Fiscal Year 2013-2014 Library Operational line item expenditure report was reviewed. Personnel and supply costs are slightly under budget while utility costs are over budget due to higher natural gas costs. Line item adjustments will come before the Board this summer.
- Donated funds and endowment accounts were also reviewed.

Committee members Marvin and Speicher also attended the budget meeting with the Mayor’s Office and Library staff on Monday, April 14th. Leach reported that library staff continues to negotiate with the Mayor’s office after the budget is forwarded to his office.

**SPECIAL COMMITTEE REPORTS**

**Main Library** – No report

**Foundation Liaison & Executive Director Report** - Gail McNair, Foundation for Lincoln City Libraries Executive Director encouraged attendance at the upcoming Wine & E on April 24, and attendance at the May 26 event at The Mill where the three finalists for the One Book – One Lincoln 2014 program will be announced. Brendan Evans of Research Associates and Michele Tilley of Chocolate Cake Design were introduced and presented information on their work so far for the Community Information campaign relating to the new Main Library.

**Lincoln Cares** – A press conference to launch to 2014 Lincoln Cares/2 for Trees program is scheduled for Thursday, April 17, 10 a.m.

**One Book – One Lincoln** – Marvin reported the Selection Committee has narrowed down the number of titles to the top 11. The list will be narrowed down to the top three titles by April 30. The top three titles will be announced at a Foundation event at The Mill, on Monday, May 26.
Technology – No report.

NEW BUSINESS:
Approval of Periodical Subscription Services Vendor - Leach reported that staff worked with the City Purchasing Department on the process of choosing a print magazine provider for the upcoming fiscal year. The initial estimate for the year from the Rivistas Company is $41,032.94. This amount will be adjusted as necessary due to magazine titles being dropped or added throughout the year. The library was a long-time user of the company Ebsco, but their bid was not as favorable. Marvin moved to approve awarding the contract for periodical subscription services to Rivistas as recommended by staff. Second by McKillip. Roll Call Vote: Schimek, Speicher, Berg, Marvin, McKillip – aye; Florence, Friedman – absent. Motion carried 5-0.

Authorization of Computer Purchase - Leach requested authorization for library staff to work with the City Purchasing Department to purchase 104 personal computers for public use throughout the library system at an estimated cost is $66,000 using Keno funds designated for technology. Marvin moved to authorize the computer purchaser as requested. Second by Berg. Roll Call Vote: Speicher, Berg, Marvin, McKillip, Schimek – aye; Florence, Friedman – absent. Motion carried 5-0.

Approval of Surplus Property – Berg moved to authorize the surplus of miscellaneous equipment and furniture as requested in Paul Jones’ April 2014 memo. Second by McKillip. Roll Call Vote: Marvin, McKillip, Schimek, Speicher, Berg – aye; Florence, Friedman – absent. Motion carried 5-0.

Approval of Contract for HVAC On-Call and Maintenance Inspection Services – Leach reported staff has worked with City Purchasing on a contract with MC Larkins for spring and fall inspections of HVAC systems as well as for maintenance/service calls. Based on their hourly bid amount and current trends for HVAC expenditures, the contract is estimated at $45,000. Leach recommended awarding the contract to MC Larkins at an estimated cost of $45,000. Marvin moved to award the contract to MC Larkins as requested by staff. Second by Speicher. Roll Call Vote: McKillip, Schimek, Speicher, Berg, Marvin – aye; Florence, Friedman – absent. Motion carried 5-0.

PRESIDENT’S REPORT: Schimek encouraged everyone to attend the Wine & E on April 24.

DIRECTOR’S REPORT: Leach reported on her activities over the last month including the signing event on April 14 for the Declaration for the Right to Libraries sponsored by the American Library Association. Lincoln City Libraries, Lincoln Public Schools, and Southeast Library System gathered nearly 12,000 signatures. The annual staff Inservice Training Day was held March 28 at Bryan Health’s east campus with the theme of wellness. Leach and Hector attended the 2014 Civil Rights Conference on April 1st at the Cornhusker Hotel sponsored by the Commission on Human Rights.

Leach also reported that she continues to meet with individuals one-on-one regarding the main library project. Lincoln City Libraries staff continues to work with the Pioneer Council regarding Lincoln’s transition away from Koha. Leach also attended the Roca Village Council meeting on April 14th to bring village board members up to late on library offerings.
ASSISTANT DIRECTOR’S REPORT:  Hector reported she is following up on building and mechanical issues. She continues to work with City Purchasing Department regarding a replacement for facilities management. Hector is also participating in Youth Leadership Lincoln work with a group of students during a mock city budget process.

PUBLIC COMMENT:  None

ADJOURNMENT:  There being no further business, the meeting was adjourned at 9:00 a.m.