

**LIBRARY BOARD MEETING MINUTES
TUESDAY, MAY 15, 2007; 6:30 PM
VICTOR E. ANDERSON BRANCH LIBRARY
3635 TOUZALIN AVENUE, LINCOLN, NEBRASKA**

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; Greg Mickells, Assistant Library Director; Barbara Hansen, Administrative Aide; Jodene Glaesemann, Walt Branch Supervisor; Carol Swanson, Gere Branch Supervisor; Julee Hector, Eiseley Branch Supervisor; Kim Shelley, Northeast Service Unit Supervisor; Julie Beno, Bennett Martin Public Library Manager; Pat Leach, Youth Services Supervisor; Suzan Connell, Library Resources Coordinator; Sheila Jacobs, Outreach Services Supervisor; Carolyn Dow, Polley Music Librarian; Stephanie Viola, UNO Library Student; Nicole Zink, Foundation for Lincoln City Libraries; Dallas McGee, City Urban Development Department; Anne Callahan, customer.

Ms. Anderson called the meeting to order at 6:30 p.m. and announced the Open Meetings Law of the State of Nebraska is 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. Langemach moved approval of the agenda as posted. Second by Ms. Stevenson. Roll Call Vote: Anderson, Cupp, Langemach, Maly, O'Hanlon, Stevenson - aye; Kirkpatrick, Maly - absent. Motion carried 5-0.

PUBLIC COMMENT OF AGENDA ITEMS: None

APPROVAL OF MINUTES: Mr. O'Hanlon moved approval of the minutes of the April 17, 2007, meeting as mailed. Second by Ms. Cupp. Roll Call Vote: Cupp, Kirkpatrick, Langemach, O'Hanlon, Stevenson, Anderson - aye. Maly - absent. Motion carried. 6-0.

STANDING COMMITTEE REPORTS:

Committee on Administration - No report.

Committee on Buildings & Grounds - No report.

Committee on Finance:

Monthly Recap of Expenditures: Mr. O'Hanlon presented the recap of expenditures for April 2007 listing claims in the amount of \$597,141.60 from operational funds and \$36,708.55 from miscellaneous funds for a total expenditure of \$633,850.15. Mr. O'Hanlon moved approval of the report and payment of all claims. Second by Mr. Langemach. Roll Call Vote: Kirkpatrick, Langemach, O'Hanlon, Stevenson, Anderson, Cupp - aye; Maly - absent. Motion carried 6-0.

RFP for Courier Service: Mr. O'Hanlon explained that the Library is always looking for possible ways to save money. The committee is requesting approval to proceed with preparing an RFP for courier service for fiscal year 2007-2008. At this point it is unknown if it would be less expensive to contract for courier service for daily delivery between library facilities. The RFP process would provide that information. The City Purchasing Agent would assist in writing the

RFP. Mr. O'Hanlon moved that staff be instructed to draft an RFP for courier services. Second by Mr. Kirkpatrick. Roll Call Vote: Langemach, O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick - aye; Maly - absent. Motion carried 6-0.

Mrs. Anderson stated that Board members received an investment statement prepared by Wells Fargo for the Hompes Fund and a performance report prepared by USBank for the Polley Fund. Representatives from the institutions would be happy to address the Board if there are questions about the report.

SPECIAL COMMITTEE REPORTS:

Downtown Library Development: No report.

Foundation Liaison: Ms. Stevenson reported that the Foundation's Events Committee continues to meet and work on arranging for events. An author event in the fall is very likely.

Joint Facility Development & Use: Greg Mickells, Assistant Library Director, reported he would be meeting with Lincoln Public Schools on May 17th. Preliminary drawings have been received. Mr. Mickells met with Pat Leach, Youth Services Supervisor, and Julee Hector, Eiseley & Arnold Heights Branch Supervisor, to put together information on how to use the space that has been allocated to Lincoln City Libraries. Plans are very tentative until Library staff can get together with Lincoln Public Schools to see what they want to do with their media center. The architects are anxious for information and details about our space. We do know that the public library portion of the space will be next to the school's media center space. How the space will be segregated is not known. We are looking to share some facilities, particularly meeting room space. The public library will have its own entrance. The public library has excellent placement in the facility at the northeast corner making it visible from both NW 48th Street and Cuming streets. There are parking spaces close to the entrance and will allow for handicapped parking. The entrance will be covered and will lead to a small lobby area that could be locked off to the school. To the left will be an entrance to the public library space and to the right, across from the lobby, will be restrooms. If all goes according to plan, the expected opening date would be August 2009.

One Book - One Lincoln: Jeff Kirkpatrick reported the Selection Committee has narrowed down the titles to the five finalists. The next meeting is May 24 where it is anticipated the title for the 2007 program will be selected. The five finalists will be announced in late May or mid-June when a sufficient quantity of titles arrive for customer use. The title for the program will be announced on August 27th.

Polley Music:

Polley Task Force Report - Ms. Cupp reported the task force met on May 2nd at the Gere Branch Library. The meeting opened with distribution of a full financial report on the Polley Music Reference Library. The Task Force reviewed the work that the Planning Committee had done during the four meetings it held. The Planning Committee had prioritized and ranked events that would celebrate the 25th anniversary of the Polley Music Library.

1. Open house at Bennett Martin Public Library with Pippa White acting as Lillian Polley and serving as a guide throughout the celebration. Small music groups would perform in all areas of the library including the children's area and the courtyard. Special attention would be paid to the Polley Music Library itself and it was suggested that a tea might be served in the Polley Music Library. The Task Force agreed that this was an important event and should be recommended to the Library Board.
2. Event at Crescent Moon sponsored by Dr. Diva (Annette Murrell) that would feature folk music. The Task Force recommends this event.
3. Young people's concert that would serve as a kick off for the Young Composers Contest that would become an annual feature sponsored by the Polley Music Library. This concert would hopefully be done in cooperation with Lincoln Public Schools, private music teachers, college and university music departments with venue to be determined. The Task Force recommends not only the concert but the plan for the Young Composers Contest.
4. Women's Music concert asking Pippa White to emcee the event with her characterization as Lillian Polley and use local women and their musical talents. A venue would be needed for this program. The Task Force includes this event in its recommendation.
5. Event at the Zoo Bar. The Zoo Bar is nationally known for its music support and has been especially supportive of ideas in support of the Polley Music Library. The Task Force supports this event suggestion.
6. Chamber music concert was discussed. This could be collaborative with local performing groups and perhaps a venue could be offered by those collaborative groups.
7. Gospel/ethnic concert that could be held at a local church that has already offered space free of charge for such a concert. The Task Force recommends this event.

The Planning Committee met on May 14 at The Cupp. Marj McKinty, Task Force member, presented information about gaining sponsorship for events. The Planning Committee will discuss this material at its next meeting.

The Polley Music Task Force determined that the goal of the Task Force is to find ways to provide support for the Polley Music Reference Library. The objectives of the Task Force are:

1. Celebrate the 25th anniversary of the Polley Music Library.
2. Investigate grant programs for such ideas as revision and continuation of the Polley Web site and/or the Young Composers Contest.
3. Initiate a "friends" group to continue the work of the Task Force.
4. Investigate an intern/volunteer program for the Polley Music Reference Library.

Ms. Cupp commended the work of the Task Force and its Planning Committee. The members of the Task Force are dedicated and committed many hours to planning and discussion.

Ms. Cupp asked for Board approval to proceed with the projects contingent upon funding. Financial support is needed to carry out the projects and Board support is needed. The anniversary event would be held in September 2007 with other events to follow as can be scheduled.

Ms. Cupp moved the Library Board endorse the work of the Polley Task Force and support continued work on the projects for the Polley Music Reference Library. Second by Mr. Kirkpatrick.

Ms. Anderson asked if there was a plan for the duration of the Task Force. Ms. Cupp explained that the Task Force seems to have taken on a life of its own and it will determine how much longer it will exist. Mr. O'Hanlon asked if the Task Force would be organizing and handling the events. Ms. Cupp stated that members of the Task Force have indicated their willingness to do that. The list is ranked in priority order so the Task Force will begin work on the anniversary celebration which is seen as the most pressing at this time. Mr. O'Hanlon asked if the formation of a friends group is included in the motion. Ms. Cupp explained that her motion is meant to approve the entire report of the Task Force which includes the formation of a friends group. The Task Force has discussed the formation of a friends group with the Foundation for Lincoln City Libraries. The Foundation is willing to assist with this. A friends group would be set up under the auspices of the Foundation, similar to the Nebraska Literary Heritage Association friends group for the Jane Pope Geske Heritage Room of Nebraska Authors. The Foundation currently accepts donations for the Polley Music Library.

Ms. Cupp stated that the response from the music community as been very positive. The music community is very aware of the value of the Polley Music Reference Library and its staff.

Roll Call Vote: O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick, Langemach - aye; Maly - absent. Motion carried 6-0.

Technology: No report.

Trustee Development:

Downtown Master Plan Presentation - Dallas McGee, Assistant Director, City Urban Development, provided information on the status of Downtown Master Plan, adopted in the fall of 2005.

Mr. McGee explained the plan was adopted about 18 months ago and was the first plan in about 30 years. The plan serves as a guide for downtown and has had an impact already. As part of the plan a number of catalyst projects were identified. Catalyst projects are things that can happen soon and would hopefully make other things occur with them. The project that a lot of effort has been concentrated on is what is called Catalyst 1 which is a new development primarily on the block between 13th, 14th, P and Q. It includes a civic plaza where the old Douglas 3 used to set. Right now it is a temporary parking lot. A public plaza in the heart of downtown was the highest priority of those participating in the master plan. Efforts have been made to assemble the rest of the site for the Catalyst 1 project. In January the assembly was completed and the City immediately went out for a request for development proposals. Three proposals were received. The Mayor appointed a selection committee. The committee reviewed the proposals and carefully analyzed them and made a recommendation to the Mayor. The recommendation is to proceed with the development proposal submitted by a group that includes local developers but also some national developers called the Synergy Group. The proposal is significant in that it involves a \$180 million investment in downtown. There are a lot of moving parts to the proposal which includes a 150 room hotel, 104 condominium residential units,

140,000 square feet of office space, a restaurant, and a garage with over 700 stalls. That would all occur on the development block between 13th and 14th, P and Q. The developer does want to make the project larger and amended the site to include a portion of the block between Q and R, 13th and 14th. On the block today is the Nebraska Bookstore and a church, both of which would remain. The university owns a cultural center on the site which would become part of the project site. That site would include another 195 units of independent elderly living. It is a concept that some universities are beginning to pursue. It would be a university related active retirement community. Similar communities are under construction at Penn State, Texas A&M and other universities. The concept is to bring seniors back and get them actively involved with different parts of the university. These seniors would likely be graduates of the university or have had some relationship with the university. That is a part of this concept. Then there would be health facilities for them and other related facilities. There would also be some university retail space along R Street and another parking garage of over 700 parking stalls. This is a very ambitious project but it must proceed with caution. The first thing that has to happen is a market study to determine if the market is there at that amount and that level for office space, hotel and residential space. If the study is positive the agreement will be drafted. If the market isn't there, discussion will take place on how to alter the proposal. After that is done the plans will be developed. The plans are complicated because we have a public garage with private uses under it and private uses over and around it. It will be a very different kind of garage. If you look at the site you will probably not think of it as a garage. You will think of it as just another office building or residential building but it will have a garage incorporated within it. Before construction can begin, many of the aspects of the private development must be either pre-sold or pre-leased. This is where it really gets complicated. Before the developers can receive final financing there has to be assurance that there will be a market and that market is already putting its money down by buying a unit or leasing office space. Those are the major pieces that we have in front of us. They are all challenges but we have an exciting team that has been put together. It will be a wonderful addition to downtown. It probably will not look exactly like the pictures that have been in the paper. Mr. McGee displayed several views of the project, explaining different aspects of the project. The height limit for any project in downtown Lincoln is 275 feet. The tallest building in downtown is the US Bank building which is about 220 feet tall. The proposal includes three towers, the tallest of which would be about 260 feet in height. To protect the view of the capitol a limit of 75 feet is enforced in the capitol environs corridor between 14th and 16th Street.

Mr. McGee explained Mayor Beutler has just been updated on the plan. He will be the one who will need to lead us through this in the negotiations with the developers and in moving it ahead. This project is one of the ten pillars for the 2015 Vision. Pillars that also impact downtown include the proposed west Haymarket arena. There is a group that is actively working on the development of that arena. That arena would then begin to shape what happens to Pershing Center. There is a long list of people who are waiting to do something there. There are some people who believe the building should be preserved and rehabilitated perhaps as a second site for smaller venues. That opens up the big question of what happens to that particular block, a key block in downtown Lincoln. Other things being worked on from the master plan include the development of a retail strategy. How do we get retail back to downtown? As a result of the plan, outside consultants were brought in. Some preliminary recommendations have been made for P and Q streets. Some of the buildings are being renovated right now. The first floor of the old Plaza 4 theatre is being renovated by the Arbor Day Foundation. The western portion which

used to be the theater screens is being renovated into retail. Both local and national retailers are being actively pursued. A shuttle proposal, particularly evening shuttle services, is being considered. A shuttle would run up and down P & Q streets all the way to the Haymarket looping around 14th street. This would operate three nights a week - Thursday, Friday, and Saturday, until about midnight. The proposal has been through a StarTran committee. The soonest it could be implemented would be next January.

There are a lot of projects coming out of the master plan, many focused on P & Q streets but there are a lot of other things beginning to happen too. In the library's CIP there is a proposal for a new library in year six of the plan. Long before that we should know a lot more about some sites the Library Board may want to consider in downtown. There are a lot of things happening. Mr. McGee stated he would be happy to visit with the Library Board at any time to provide updates.

Mr. McGee stated that there are a number of ways for the public to keep informed on the progress of the plan. The Urban Development Web site will contain information and there will be a number of meetings scheduled where people can attend and provide comments.

PRESIDENT'S REPORT:

Lynda Anderson reported a vacancy will occur on the board when Norm Langemach completes his term in August. In the past the City Council has asked the Library Board to collect information from individuals interested in serving on the Library Board and forward it to the City Council with any recommendations the Board may have. The City Council will be contacted about the process and the Board will proceed from there.

Ms. Anderson reported it is time for the Library Director's annual evaluation. The Committee on Administration will be doing the evaluation. If any Board members would like to provide input, please contact a member of the committee.

UNFINISHED BUSINESS: None

NEW BUSINESS: Summer Reading Program Report - Pat Leach, Youth Services Supervisor, presented information on the 2007 Summer Reading Program. Ms. Leach explained there are three reasons for doing a summer reading program: 1) Retaining reading skills acquired during the school year and creating life-long readers and learners; 2) provide programs that work well for families by providing a variety of programs enjoyable for all ages; 3) to assure the libraries are seen as active places during the summer supporting literacy, reading, and making books essential for children over the summer.

The 2007 program "Get a Clue at your Library" is very similar to previous years. Lots of staff are involved in the program over the summer. Booklet programs are available for both children and teens. Book groups are available for both children and their parents. We rely on a lot middle school volunteers to make the program successful. We are continuing to do the writers workshop which is a collaborative project with Retired School Personnel. We will continue to have the Read to a Dog program at various branches. A special discussion group for teachers and media specialists is again being held where Golden Sower books are discussed. A lot of paperback books are purchased and staff is in the process of getting those processed. We try to

contact every elementary school in the city and county and visit almost all of them. Homer the Haymarket Hound Dog is making visits to each library again this year. These visits have been very popular and we have been pleased to work with the Salt Dogs to accomplish these visits. For several years we have relied on support from the Foundation for Lincoln City Libraries for incentives that we provide the children.

We are doing some new things this year. Members of the teen advisory boards assisted with the selection of paperbacks used during the summer. We have arranged the young adult booklet program, "You Never Know" or YNK in text messaging, so that the teens who choose that avenue can still get the State Fair Read and Win packet, the voucher for the Salt Dogs game. We have a new partner this year in Skate Zone who is providing a free pass for all teens who finish the program. We have a Spanish language book group which is also a project with the Foundation through the Stories for Everybody project. Memorial funds given in memory of Kevin Colleran are being used to provide programming for families in languages other than English. We are also doing a special book group this summer in collaboration with the Sheldon Art Gallery and the Hayden Art Gallery. The groups will be reading art mysteries. Those groups will be meeting at Sheldon and Hayden galleries.

In addition to Skate Zone assisting with incentives this year, the Lincoln Children's Museum will provide passes to the museum for children who complete the program. The Nebraska Arts Council is underwriting the cost for the Michael Fitzsimmons and the Drums of the World program. There is also a wider range of events for teens this summer. One of the most extensive is the chess nights at Gere Branch over an eight-week period this summer. The Summer Reading Program Recognition Night with the Salt Dogs will be held on Wednesday evening, August 15th. Sponsors for this event include The College Savings Plan, Hamilton College, Wal-Mart and Sam's Club. Chipotle's is the collaborating sponsor for the teen program.

Last year 10,000 children participated in the program with just over half of them completing. We are expecting similar if not higher participation this year. The program is available at all libraries, outreach sites, public school media centers open over the summer, as well as Waverly and Norris.

This program succeeds due to the involvement of all library staff. Every staff member is involved in one way or another and it is appreciated by all involved.

DIRECTOR'S REPORT: Carol Connor reported her focus has been on the fiscal year 2007-08 budget. Mrs. Connor distributed copies of the informational document prepared for Mayor Beutler.

ASSISTANT LIBRARY DIRECTOR'S REPORT: Greg Mickells reported that the new service for notification will begin around June 1st. The marketing has begun including distribution of bookmarks with books at each checkout and inserted in mailed notices. Information will also be printed on the checkout receipts. Staff has been doing address checks with customers during transactions over the past month to make sure the data is current. Customers are encouraged to use e-mail notification as it is very immediate notification and we know we have a connection. Cost savings should be realized especially in light of the recent postage increase.

FOUNDATION FOR LINCOLN CITY LIBRARIES: Nicole Zink, Executive Director, reported Lee Booksellers and Barnes & Noble sponsored book fairs on Saturday, April 21st. The weather was beautiful that day so sales were a little down. In total the Foundation received \$500 from the book fairs which will be distributed to the library for media.

The Downtown Rotary Club Auction proceeds will be awarded to the Court Appointed Special Advocates (CASA) and Voices of Hope. The Library Foundation was not a recipient but will apply again as this is an annual event. TierOne Foundation approved a grant for developmental toys for Walt Branch Library in conjunction with the Leadership Lincoln "Play and Learn" project to put developmental toys in all library branches. The toys have been installed at Walt Branch and are being used. The Foundation will continue to pursue funding so that toys can be put in all the branches. The Foundation also submitted a grant application to Best Buy for video gaming equipment that can be used with teen programming. The Foundation continues to work with staff to identify grant opportunities.

PUBLIC COMMENT: Anne Callahan, a 29 year resident of Lincoln, reported that additional lightening is needed in the parking lot of the Anderson Branch Library. When visiting Gere Branch she counted 8 lights. Anderson Branch has two. The parking lot at Anderson Branch is very dark, especially in the winter time. The lack of lighting is dangerous as people could fall and be hurt or a crime could be committed. The exterior signs should also be lighted so that people driving down the street see the library.

Mrs. Connor reported that additional lighting is being investigated for both Anderson and Gere branch libraries. Proposals have been received and funding is being sought. If funding can be found, the situation will be resolved by the end of August.

Ms. Callahan also asked how the library ties into the Downtown Master Plan. Ms. Anderson explained that as part of the library's capital improvement plan, a new downtown library is designated. As part of that the Library Board keeps informed on what is going on in downtown Lincoln.

Marlene Cupp announced that Shirley Maly was unable to attend the meeting as she is in Atlanta at the Carter Center where she is being recognized with a national award for her work as a Peace Corps volunteer.

ADJOURNMENT: There being no further business the meeting was adjourned at 7:55 p.m.