

**LIBRARY BOARD MEETING MINUTES
JUNE 19, 2007; 8:00 AM
BOARD ROOM
BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA**

BOARD MEMBERS PRESENT: Lynda Anderson, Marlene Cupp, Jeff Kirkpatrick, Norm Langemach, Shirley Maly, Jim O'Hanlon, April Stevenson. Absent: None

OTHER PRESENT: Carol J. Connor, Library Director; Greg Mickells, Assistant Library Director; Paul Jones, Accountant; Barbara Hansen, Administrative Aide; Julie Beno; Bennett Martin Public Library Public Service Manager; Carolyn Dow, Polley Music Librarian; Jodene Glaesemann, Walt Branch Supervisor; Julee Hector, Eiseley Branch Supervisor; Pat Leach, Youth Services Supervisor; Gary Meier, Buildings & Grounds Superintendent; Kent Remmenga, Information Services & Technology Librarian; Carol Swanson, Gere Branch Supervisor; Stephanie Viola, Library Intern; Nicole Zink, Executive Director, Foundation for Lincoln City Libraries,

The meeting was called to order at 8:00 a.m. President Lynda Anderson announced a copy of the Open Meetings Law was posted at the front of the 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 Mr. Kirkpatrick. Roll Call Vote: Anderson, Cupp, Kirkpatrick, Langemach, Maly, O'Hanlon, Stevenson - aye. Motion carried 7-0.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF MAY 15, 2007, MEETING MINUTES: Mr. Langemach moved to approve the minutes of the May 15, 2007, meeting as mailed. Second by Mr. Kirkpatrick. Roll Call Vote: Cupp, Kirkpatrick, Langemach, O'Hanlon, Stevenson, Anderson - aye; Maly - abstain. Motion carried 6-0.

STANDING COMMITTEE REPORTS:

Committee on Administration - Mr. Langemach reported the committee met with City Attorney Tonya Skinner discussing a draft of an updated naming policy. The policy will be finalized and put before the Board for consideration at its July meeting. Recent court decisions regarding the distribution of leaflets and campaign statements in public venues was also discussed. The City is trying to address the issue with various departments by revising or implementing policies to allow the proper exercise of free speech outside or within facilities. Ms. Skinner is redrafting and making suggestions for the Library Board's policy. The policy needs to address health and safety issues and address interference with the proper functioning of the library.

Approval of Increase in Fines - Mr. Langemach reported Board members had received the proposed increase in Fines & Fees. The proposal would increase the late fees for adult card holders from 25 cents per day to 35 cents per day. Maximum overdue fine per item would increase from \$5 to \$7. Mr. Langemach moved to approve the increase effective September 1, 2007. Second by Ms. Maly. Roll Call Vote: Kirkpatrick, Langemach, Maly, O'Hanlon, Stevenson, Anderson, Cupp - aye. Motion carried 7-0.

Committee on Buildings & Grounds - No report.

Committee on Finance - Mr. O'Hanlon reported on the Recap of Expenditures for May 2007 listing claims in the amount of \$545,521.61 from operation funds and \$78,279.81 from other funds for total expenditures of \$623,801.42. 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. Kirkpatrick reported he has been invited to an update meeting of the Vision committee to hear a report from the consultants. Mr. Kirkpatrick will report at the July Board meeting.

Foundation Liaison - Ms. Anderson reported the Foundation is working on a potential fund drive involving staying home to read rather than having to dress up and attend a fundraising event. Mr. Kirkpatrick reported that the Foundation Board did approve the development plan for the year. Ms. Anderson recommended that a joint meeting between the Library Board and the Foundation Board be held in the fall.

Joint Facility Development & Use - Greg Mickells, Assistant Library Director, distributed copies of the Arnold Elementary School schematic site plan, school floor plan, and public library floor plan. Mr. Mickells reviewed the preliminary documents. The building is intentionally laid out to look like a plane to reflect the history of the military in the Arnold area. The library is positioned toward the northeast corner and will have good exposure from Northwest 48th Street and from Cuming Street. Parking is still a concern, especially handicapped parking. The public library is basically 2,500 square feet. Of the 2,500 square feet, 1,940 is library proper. Mr. Mickells explained that he wanted to make sure that Board members understood that the library itself would not be 2,500 square feet. The 2,500 square feet include shared space. The conference rooms are accountable for 200 square feet. We have to share a portion of the lobby area with our share being calculated at 36.5 square feet. Calculation of circulation, mechanical, electrical, walls, etc. is the net amount multiplied by 9% which add 200 square feet. We can still make a very workable space with 1,940 square feet.

Ms. Cupp asked, since the library will only be open when the school is closed, what happens when there is an evening event at the school such as parent's night or holiday programs. Will the library be closed? Mrs. Connor explained it is her understanding that the public library would be closed anytime there is a school function.

Mr. Mickells explained that the library will be trying new things at this facility. The plan is to make the library as self-service as possible with 90% of the materials checked out.

Target opening date for the school is August 2009. The public library will open at the same time.

One Book - One Lincoln Community Reading Program - Mr. Kirkpatrick reported the five finalists were announced on June 18th. The 2007 title will be announced on August 27th. New to the program this year will be "preview" discussion groups. At these discussions, members of the Selection Committee will facilitate brief discussions of all five finalists. The discussions will be scheduled during the month of July.

Polley Music - Marlene Cupp reported the Planning Committee of the Polley Music Reference Library Task Force met on June 16th at The Cup and put in place the beginning organization of the 25th anniversary celebration for the Polley Music Library. The anniversary celebration will be held at Bennett Martin Public Library on September 30 from 2:00 to 5:00 p.m. There will be four areas of music: The Polley area, the children's area, near the reference shelves on the first floor and near the stairway on the first floor. Refreshments will be served in the second floor biography area. The committee will meet on June 20th to refine the plans for the celebration.

Technology Committee - The committee met on June 14th and was updated on Internet and filtering issues and what is going on around the country. It was noted that there have many advances in filtering software. No changes are recommended at this time. It was reported that the new design of the library's Web page will be unveiled in July.

Trustee Development - None

PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Surplus Property - Mrs. Connor requested that the items listed on the June 13, 2007, surplus property request be declared surplus property. Assets are to be disposed of by the City of Lincoln Purchasing Department. Proceeds, if any, from the disposal of these assets will be deposited into the Library Fund. Mr. Kirkpatrick moved approval of the surplus property request. Second by Ms. Maly. Roll Call Vote: Maly, O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick, Langemach - aye. Motion carried 7-0.

DIRECTOR'S REPORT: Mrs. Connor distributed packets of materials on three topics - economic development, customer centered service and Internet and budget. For several years Urban Libraries Council has maintained the importance of the role of public libraries in economic development and has marketed that viewpoint through conferences and publications. The recent publication "Making Cities Stronger: Public Library Contributions to Local Economic Development" is illustrative of this effort.

Customer centered service is also known as Library 2.0. Customer centered service involves looking at things through the customers' eyes, not necessarily through staff eyes. Traditionally, the idea was that because we are librarians we know what the customers want. Customer centered service approach is to listen to the public and give them what they ask for. We are moving towards this approach at Lincoln City Libraries. The planning for the Arnold library is centered on this approach. It will take time in our current physical structures to arrange things and to have staff participate in that attitude and approach more fully.

It is important to understand this concept as the library moves into its planning process next fiscal year.

In addition to the materials in the packet, Mrs. Connor distributed copies of the article "Tactics of Survival" which feeds into the customer centered library approach. The article is based on the U.S. Marine Corps approach towards survival and how that can be adapted at libraries. Some of the statements about anticipation of change is a reflection of what is happening in our society.

Many articles discuss the concept of some elected officials and their concept of libraries being like their favorite aunt - someone who is nice, warm and fuzzy, but not relevant. That is the key. Economic development, responding to the customers, having relevancy has to be the focus of the public library. Warm and fuzzy is nice but libraries have to respond to changes that are going on, particularly with people under 40. If libraries focus on the traditional model, they will lose their customers and public support. We need to look at the future. That will take some planning and some different approaches in thinking. Mrs. Connor stated that if the public library effectively and efficiently serves the community, then it will exist because it has purpose, not just a history.

ASSISTANT LIBRARY DIRECTOR'S REPORT: Greg Mickells, as an example of the shift to customer centered service, reported on the Maricopa County Library (AZ) that opened without the Dewey decimal system. This is a 27,000 square foot library. This is essentially what Lincoln City Libraries will be doing at the Arnold facility. There will be no specific arrangement of materials, but rather arrangements by topic and area of interest.

Mr. Mickells reported that Stephanie Viola, student intern from UNO, has completed her internship. Ms. Viola was thanked for choosing Lincoln City Libraries for her internship.

FOUNDATION FOR LINCOLN CITY LIBRARIES REPORT: Nicole Zink reported the Foundation recently elected two new board members, Mary Lafferty and Claudia Reinhardt. The Foundation Board also approved a marketing plan to increase its awareness and presence in the community. A direct mail campaign will be undertaken in the fall to support the Friends initiative. Information kiosks are also being developed for placement in all libraries that will provide information about the Foundation and the needs of the library.

PUBLIC COMMENT: None

LIBRARY DIRECTOR'S ANNUAL EVALUATION: Ms. Anderson moved the Board move to closed session at 9:14 a.m. for the purpose of discussing the Library Director's annual evaluation. Second by Ms. Cupp. Roll Call Vote: O'Hanlon, Stevenson, Anderson, Cupp, Kirkpatrick, Langemach, Maly - aye. Motion carried 7-0.

Ms. Anderson restated the purpose of the closed session is to discuss the Library Director's annual evaluation.

At 9:40 a.m. Mr. Kirkpatrick moved the meeting return to open session. Second by Mr. Langemach. Roll Call Vote: Stevenson, Anderson, Cupp, Kirkpatrick, Langemach, Maly, O'Hanlon - aye. Motion carried 7-0.

Ms. Maly moved to accept the annual evaluation of the Library Director. Second by Mr. Kirkpatrick. Roll Call Vote: Anderson, Cupp, Kirkpatrick, Langemach, Maly, O'Hanlon, Stevenson - aye. Motion carried. 7-0.

ADJOURNMENT: There being no further business the meeting was adjourned at 9:43 a.m.