LINCOLN CITY LIBRARIES  
LIBRARY BOARD MEETING MINUTES  
TUESDAY, SEPTEMBER 16, 2014; 8:00 AM  
BENNETT MARTIN PUBLIC LIBRARY  
136 S 14 STREET, LINCOLN, NEBRASKA  

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

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

The meeting was called to order at 8:00 a.m. by President Friedman.  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.  Marvin moved the agenda be approved as posted.  Second by Schimek. Roll Call Vote:  Berg, Friedman, Marvin, Schimek, Speicher – aye; McKillip, Florence – absent.  Motion carried 5-0.

PUBLIC COMMENT ON AGENDA ITEMS:  None

APPROVAL AUGUST 19, 2014, MEETING MINUTES:  Schimek moved to approve the minutes of the August 19, 2014, Library Board meeting as published.  Second by Speicher. Roll Call Vote: Friedman, Marvin, Schimek, Speicher, Berg – aye; Florence, McKillip – absent.  Motion carried 6-0.

STANDING COMMITTEE REPORTS:

Committee on Administration –  
Adoption of Revised Rules - Leach requested Library Rule No. 9 be revised to include infestations of insects as a reason for requiring a person to leave the building.  Friedman moved to approve the revision of the Library Rules.  Second by Berg.  Roll Call Vote: Marvin, Schimek, Speicher, Berg, Friedman – aye; McKillip, Florence – absent.  Motion carried 5-0.

Adoption of Revised Behavior Policy – Leach requested the Behavior Policy be revised to move drinking and/or possessing alcoholic beverages from a Level 3 offense to a Level 4 offense in keeping with all illegal activity being a Level 4 offense.  Schimek moved to approve the revision of the Behavior Policy.  Second by Berg.  Roll Call Vote: Schimek, Speicher, Berg, Friedman, Marvin – aye; McKillip, Florence – absent.  Motion carried 5-0.

Meeting Report – Schimek reported the committee had met and discussed the Library Director’s study and proposal to eliminate Sunday evening hours at branch libraries and reestablish evening hours at Bennett Martin Public Library, Monday through Thursday 6 to 8 p.m.  The Library Director will be meeting with the Mayor and Council to apprise them of the plan.  The proposal will be addressed at the October Board meeting.

The committee also heard information about purchasing security cameras for library entryways.  Additional information is being pulled together for the committee’s review.
**Committee on Buildings & Grounds** – Speicher reported the committee met on September 4 to review and discuss the Facilities Report and hear from Brandon Garrett of the Planning Department, regarding the City’s growth patterns. Garrett provided information about the City’s future land use plan, priority growth areas, daily traffic counts in 2013, and projected population figures in potential future library locations. Berg is working on the Facilities Study. An energy audit needs to be done. The report should be ready for Board review in October or November.

**Committee on Finance** – Marvin provided a recap of expenditures for August 2014 listing claims in the amount of $808,536.54. Marvin moved approval of the report and payment of all claims. Second by Schimek. Roll Call Vote: Friedman, Marvin, Schimek, Speicher, Berg – aye; McKillip, Florence – absent. Motion carried 5-0.

**SPECIAL COMMITTEE REPORTS**

**Main Library** – Schimek reported the committee met on September 8th. At that meeting City Attorney Jeff Kirkpatrick provided information regarding the process for a ballot initiative; Library Director Pat Leach provided an update on conversations she’s had with various stakeholders in the community and with the Mayor’s Chief of Staff Rick Hoppe; and Gail McNair, Foundation Executive Director, provided basic information on fundraising.

**Foundation Liaison & Executive Director Report** - Executive Director Gail McNair provided information about the book sale and the need for additional volunteers. McNair also reported on the success of the Book Nooks at Anderson, Gere, Eiseley, and Walt branch libraries, and Bennett Martin Public Library. Since the Book Nooks were established about two years ago, $14,000 has been collected. (Martha Florence arrived at this time).

McNair encouraged everyone to check out ideaplaceLNK.com to view the campaign posters. September 27 is the last day that photos will be taken for the posters.

McNair also reported that she has submitted a grant application to the FDIC in support of the 1000 Books Before Kindergarten initiative.

**Lincoln Cares** – No report.

**One Book – One Lincoln** – Marvin reported the title for the 2014 One Book – One Lincoln program was announced on Tuesday, September 2, and is *The Light Between Oceans*, by M.L. Stedman. The title is available at libraries in hardcover, paperback, large type, and CD.

**Technology** – No report.

**NEW BUSINESS:**

**Approval of Annual Keno Funds Proposal** – Library Director Pat Leach reported the 2014-2015 annual keno allocation to the library totals $519,306. Leach recommended that this amount be allocated with 80%, $415,445, designated for purchase of collections (in both youth and adult, for books and other materials including eBooks), and 20%, $103,861, designated for technology purchases. This amount is a 3% increase in comparison to last year. Schimek moved approval of the proposal. Second by Speicher. Roll Call Vote: Schimek, Speicher, Berg, Florence, Friedman, Marvin – aye; McKillip – absent. Motion carried 6-0.
Approval of Hompes Revenue Allocation – Leach requested approval to expend $10,000 from Hompes Fund revenue for adult media (books, DVDs, CDs, books for e-readers, electronic information resources and other such items). The Hompes Fund is a donation held by the City of Lincoln, with income from the fund to be used to support library collections. Approval of request moved by Schimek, second by Berg. Roll Call Vote: Speicher, Berg, Florence, Friedman, Marvin, Schimek – aye; McKillip – absent. Motion carried 6-0.

Authorization of Youth Services Grant Application to Nebraska Library Commission - Library Director Pat Leach reported the “A Thousand Books Before Kindergarten” program encourages reading books to infants, toddlers, and pre-school aged children. The goal is to have read aloud 1000 books before a child reaches kindergarten. Vicki Wood, Youth Services Coordinator, wishes to submit a grant to Nebraska Library Commission to assist with funding the program. The total budget for the program is $17,290. We are seeking $12,290 from the Library Commission, and will provide a match of $4,322. The match includes $2,500 in in-kind staff costs and a $1,822 cash match. This comes to the Library Board because it is our practice to seek approval for all grant applications made by library staff. Schimek moved to authorize the grant application. Second by Berg. Roll Call Vote: Berg, Florence, Friedman, Marvin, Schimek, Speicher – aye; McKillip – absent. Motion carried 6-0.

OLD BUSINESS:

Adoption of 2014-2017 Library Strategic Plan - Leach reviewed the revised plan noting that requested changes had been made including listing four key community partners and mentioning the new main library earlier in the executive summary, and Berg’s suggestion to add upkeep and maintenance to the objectives under Goal 1. Schimek moved to approve the 2014-2017 Library Strategic Plan as edited. Second by Marvin. Roll Call Vote: Florence, Friedman, Marvin, Schimek, Speicher, Berg – aye; McKillip – absent. Motion carried 6-0. Leach reported that staff will begin meeting to develop actions to carry out the objectives. The Board will receive reports from time to time on the progress of the plan.

Adoption of Revised Library Board Bylaws – As required by the Bylaws, an amendment to the Bylaws was presented at the August 19, 2014, Library Board meeting. The amendment adds the responsibility to make public comment when deemed necessary, consistent with Board policy, to the Committee on Administration. Schimek moved to adopt the revised Bylaws. Second by Speicher. Roll Call Vote: Friedman, Marvin, Schimek, Speicher, Berg, Florence – aye; McKillip – absent. Motion carried 6-0.


Standing Committees:
Administrative – Friedman as Chair, Schimek, McKillip
Buildings & Grounds – Berg as Chair, Florence, Speicher
Finance – Florence as Chair, Marvin, Speicher
Nominations – Friedman as Chair, Schimek, Marvin
Ad Hoc Committees
Main Library – Schimek as Chair, Berg, McKillip, plus Foundations representatives McNair, Sothan, Tricker
Main Library Education, Outreach & Marketing – McKillip as Chair, Schimek, Berg
Technology – Speicher as Chair, Marvin, Berg

Liaisons:
One Book – One Lincoln – Marvin, McKillip
Lincoln Cares – Florence
Foundation Representatives – McKillip, Schimek, Friedman

The Library Board President is ex-officio on all committees.

The new marketing committee will be active this year as it will be the committee to write op-eds, line up service organizations for presentations, etc.

**Communicating with City Council and Mayor’s Office Regarding Library Board Main Library Position:** Friedman asked for discussion regarding the Board being proactive regarding the main library project. He noted a time problem exists with Pershing. If Pershing goes onto the tax rolls through sale to private industry, it could be a decade before a new library is seen in this community. The Library Board needs to visit the City Council so that it can build on the momentum currently in the community. A new library is needed and Pershing is the place it should be. The Board has to take action to assure that happens. Friedman stated that the new Marketing Committee needs to take charge of this.

Friedman asked about the position paper the Library Board adopted in October 2013. The paper has been forwarded to the Mayor and City Council but needs to be publicized further. Friedman suggested that the Marketing Committee be tasked to publicize this position paper.

Schimek moved to give the responsibility to publicize the Board’s main library position paper to the new Main Library Education, Outreach, and Marketing Committee. Second by Speicher.

Speicher noted that the position paper is currently available to the public via the library’s website. Marvin suggested that the committee could come together and prepare a presentation that highlights what the Board would like the Council to understand about the Pershing site. Schimek agreed, noting that there is a window, and if it closes the Library is out of luck.

Leach reported that she has been in contact with Council member Eskridge who has offered observations about what may be the best way to bring a project forward. It may be best for the committee to meet with Eskridge and talk with him about doing this in as an effective manner as possible. Eskridge is a strong advocate, downtown is his district, and he could bring a lot to the table.

Roll Call Vote: Marvin, Schimek, Speicher, Berg, Florence, Friedman – aye; McKillip absent. Motion carried 6-0.
DIRECTOR’S REPORT: Library Director Pat Leach reviewed the fiscal year 2013-2014 Loss Report. The percentage of items not returned to the library as a percentage of total circulation is 0.32%, representing 10,443 items out of 3,177,430 items circulated. Lincoln began using the services of Unique Management, a collection agency that works with libraries, on June 1, 2010. This has helped keep the loss rate low.

Leach reviewed the August use statistics as reported in the September Director’s Report noting that August circulation was down 7.82% when compared to August of 2013. A lot of libraries are finding that their use of materials is flat or slightly declining but still seeing healthy use in terms of gate counts, computer use, reference transactions, and children’s programming. We will likely be looking at our statistical reports to ask if we are highlighting the things that we consider the most important. The community awareness campaign emphasizes that libraries are more than books. We are making the case that libraries are places where people study and gather, where children attend storytimes, where people use computers. It should be noted that although Bennett Martin Public Library (BMPL) has a good amount of visits each year, it does not result in the same amount of circulation that branch libraries may have. BMPL has more people coming in to use computers, read newspapers and magazines, tutoring, etc. As we visit with the City Council and service organizations, we need to show what libraries do and what they will continue to do well into the future. A large part of our story is that there is a need for services beyond checking out books and we are doing our best but cannot meet those needs in the current facility. The restoration of BMPL evening hours will be helpful to the overall use. Cities that have new main libraries in their downtowns report that meeting room spaces and public spaces are keys to the success of new buildings.

Leach reported that she will be sending Board members a new Pew research report on reading habits that indicates some interesting trends in terms of millennials and how they read and what they read.

Leach announced that she has been elected as the President-Elect of the Public Library Section of the Nebraska Library Association. Julee Hector has been elected as President-Elect of the Nebraska Library Association, and Brenda Ealey is the ALA Councilor which means she represents the Nebraska Library Association to the Council of the American Library Association.

Leach reported on an error that occurred with Unique Management, the library’s collection agency. Due to an error in the Koha reporting software, letters from Unique Management were sent to non-Lincoln City Libraries customers. The Pioneer Consortium has been kept informed, the error has been corrected, and a follow up letter of apology mailed to those affected.

Information continues to be gathered regarding connecting libraries to fiber in order to expand Wi-Fi access for overall improved bandwidth, and in support of Lincoln Public School’s project of issuing tablet computers to students. This project has the potential for E-Rate funding.

Leach continues to meet with community members regarding the main library project.

ASSISTANT DIRECTOR’S REPORT: Julee Hector reported the air handlers on the second floor of Bennett Martin Public Library are in the process of being replaced. The Integrated Library System RFP has been issued with a deadline of September 25, 2014, for submissions.
CLOSED SESSION: At 9:22 a.m. Marvin moved to prevent needless injury to the reputation of an individual, the Board go into closed session to discuss the Library Director’s annual evaluation. Second by Schimek. Roll Call Vote: Schimek, Speicher, Berg, Florence, Friedman, Marvin – aye; McKillip – absent. Motion carried 6-0.

Freidman restated the Board was going into closed session to discuss the Library Director’s annual evaluation. Board room was cleared of all attendees except Board members.

At 9:42 a.m. Marvin moved to return to open session. Second by Florence. Roll Call Vote: Schimek, Speicher, Berg, Florence, Friedman, Marvin – aye; McKillip – absent. Motion carried 6-0.

Friedman reported no action had been taken during the closed session. He will be meeting with the Library Director to discuss her annual evaluation and will forward a letter of evaluation to the Mayor’s Office.

PUBLIC COMMENT: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:45 a.m.