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

PUBLIC COMMENT ON AGENDA ITEMS: None.

APPROVAL OCTOBER 16, 2014, MEETING MINUTES: Berg moved to approve the minutes of the October 16, 2014, Library Board meeting as distributed. Second by Florence. Roll Call Vote: Florence, Marvin, Schimek, Speicher, Berg – aye; Friedman, McKillip – absent. Motion carried 5-0.

STANDING COMMITTEE REPORTS:

Committee on Administration – No report.

Committee on Buildings & Grounds –
Award Cleaning Contract: Berg moved to award cleaning contracts to Executive Janitorial for cleaning services at Bennett Martin Public Library and Eiseley Branch in an amount up to $43,686 per year, and to S&D Cleaning for Gere and Walt Branch libraries in an amount up to $30,000 per year. Both contracts are for a one year period with the option for three renewals. Second by Schimek.

Leach noted that several companies were not allowed to bid by City Purchasing due to previous performance. The bids accepted were close in dollar amount with some being much higher. It may be to the library’s benefit to allow additional funds for cleaning contracts in future budgets.

Roll Call Vote: Marvin, Schimek, Speicher, Berg, Florence – aye; Friedman, McKillip – absent. Motion carried 5-0.

It was noted that cleaning contracts for Anderson, Bethany, and South branch libraries will be awarded to Hartland Cleaning Services is the amount of $13,884. Due to the dollar amount, Board approval is not needed. The new vendors will begin in January 2015.
Facilities Plan Discussion: Berg reported that the draft position papers distributed in the meeting packet were prepared by Library Director Pat Leach regarding positions to be reflected in the facilities study. These include positions on Joint School/Public Libraries; upgrade projects for RFID and Children’s Learning Areas; and Serving the Core of Lincoln. These are issues that are important to us and may bring up questions from the community.

Committee on Finance – Florence reported on the recap of expenditures for October 2014 listing claims in the amount of $1,044,539.42. Florence moved approval of the report and payment of all claims. Second by Berg. Roll Call Vote: Marvin, Schimek, Speicher, Berg, Florence – aye; Friedman, McKillip – absent. Motion carried 5-0.

SPECIAL COMMITTEE REPORTS

Central Library - The committee met on November 5th and discussed the need for development of a timeline reflecting the timing and sequencing of the central library project along with the need to have an initial conceptual design available to use when visiting with donors. Library staff is working with McNair to develop the timeline. Dan Marvin has provided information from the arena project that may help with developing the timeline and organizing all the moving parts. Funding for a conceptual design is being investigated.

Central Library Marketing – The committee met with Jon Carlson and Denise Pearce on November 6th to discuss approaches for the central library project. Carlson is a supporter of a downtown library and likes the Foundation’s community awareness campaign. He suggested using the entire Pershing block as The Idea Place LNK with the library being the anchor tenant. The meeting with the Journal Star Editorial Board was postponed so that there was time to have additional discussion on the suggestions made by Carlson.

Foundation Board - Executive Director Gail McNair reported the 2015 membership materials have been mailed. Memberships go through December 2015. An article on the Foundation will appear in the next issue of 55 Plus covering several library issues. Grant applications for funding of the awareness campaign and school nights at the library have been submitted. The result of the grant application for an additional $50,000 for the awareness campaign will not be known until March 2015. The awareness campaign has been a great success. The Foundation plans to copyright the phrases “The Idea Place LNK” and “Libraries are more than books.” Book sale final report is not complete as some bills have not been received but looks like the net proceeds should be about $51,000.

Lincoln Cares – Leach reported the advisory committee met and reviewed receipts from LES for Lincoln Cares. This year Library projects supported by Lincoln Cares funds are projects that support programming space. Voice amplification systems have been purchased and are being used at storytimes and other programming events. The amplification systems allow presenters to speak at a normal conversational tone and be heard in the entire area. Meeting room chairs will also be purchased for Walt and Eiseley branch libraries.

One Book – One Lincoln - Sunday, November 16, was the last event for the 2014 One Book – One Lincoln community reading program. Staff will be meeting in early December to review the 2014 program and make recommendations for the 2015 program.

Technology
Integrated Library System (ILS) Vendor - Marvin reported that action on this item has been delayed until December. Three firms were interviewed by a committee made up of Library staff and the City Purchasing Agent Vince Mejer. Negotiations are underway by the City Purchasing
New Business
Approval of Polley Library Plan: Carolyn Dow, Polley Music Librarian, reported there are no changes forecast in the Polley Music Library program plan for fiscal year 2015-2016. The goal is to stay nimble in order to take advantage of developments as they come up. The ads have had an impact. Dow is not sure how much business has been brought in by the ads at this time, but the ads will continue through the performance season. The impact of the outreach has resulted in Dow being recognized on the street and asked music related questions. Speicher moved to approve the Polley Music Library Service Report and Program Plan. Second by Schimek. Roll Call Vote: Schimek, Speicher, Berg, Florence, Marvin – aye. Friedman, McKillip – absent. Motion carried 5-0.

Renew of Foundation Agreement: Schimek moved to approve the Renewal Agreement between Lincoln City Libraries and the Foundation for Lincoln City Libraries. Second by Florence. This agreement extends the service agreement between City of Lincoln and Foundation for Lincoln City Libraries regarding annual book sale and the agreement between Lincoln City Libraries and The Foundation for Lincoln City Libraries for a period of one year. Roll Call Vote: Schimek, Speicher, Berg, Florence, Marvin – aye; Friedman, McKillip – absent. Motion carried 5-0.

Authorization to Surplus Equipment: Schimek moved to approve the surplus property request as presented by staff. Second by Berg. Roll Call Vote: Speicher, Berg, Florence, Marvin, Schimek – aye; McKillip, Friedman – absent. Motion carried 5-0.

PRESIDENT’S REPORT: No report.

LIBRARY DIRECTOR’S REPORT: Leach requested Board approval of a letter of appreciation to the Foundation’s book sale volunteers. Leach read the letter into the record.

On behalf of Lincoln City Libraries, the Library Board of Trustees extends a sincere thank you to the Foundation for Lincoln City Libraries and its Friends and Volunteers for the tremendous amount of work contributed to the 2014 book sale.

We recognize that it is no small effort to sort donations and prepare items for the sale throughout the year, in addition to the energy it takes to work at the sale over a seven day period. We appreciate the dedication and commitment required to plan and carryout a successful sale.

Your contribution of time and effort impacts the services the library offers the community by freeing up library staff time for other purposes, and by the purchase of additional materials with the money raised at the book sale. These services make a great difference to the quality of life of the entire community. Please know that we are grateful.
Berg moved to adopt the letter. Second by Florence. Roll Call Vote: Berg, Florence, Marvin, Schimek, Speicher – aye; McKillip, Friedman – absent. Motion carried 5-0.

Vicki Wood, Youth Services Coordinator and Julie Beno, Bennett Martin Public Library Public Service Coordinator, reported on The Raising of America – Nebraska Panel and Preview that they attended on Thursday, November 13, at the Center for People in Need. The Raising of America Early Childhood and the Future of our Nation is a documentary series that promotes the importance of looking at early child health and development as it relates to our futures. The documentary series will be released in early 2015, broadcast on PBS. The project promotes the findings that investing in high-quality early care and education pays for itself in many ways and many times over. About 150 people attended the Nebraska Panel with Senator Tanya Cook as one of the stakeholders present to discuss the importance of childhood health and education. The information gathered at the panel reinforced the library’s new strategic plan and its development of discovery areas in the libraries. Staff will continue to discuss information gathered and follow up on contact made at the event.

Leach reported that she has begun meeting with partners identified in the library’s strategic plan to investigate ways to collaborate and explore ideas how to serve their clients.

It was announced that Meredith McGowan, Curator of the Heritage Room of Nebraska Authors, would be retiring December 12, 2014. Meredith has been with Lincoln City Libraries for more than 10 years.

Leach reported that she continues to meet with organizations and businesses, gathering information about “maker spaces.” Presentations regarding the need for a central library are ongoing with presentations scheduled through mid-January. Two receptions were held at Gere Branch Library last month, one to recognize Brenda Ealey for winning the Nebraska Library Association Excalibur Award, and one for a donor in recognition of his generosity.

**ASSISTANT LIBRARY DIRECTOR’S REPORT:** FMA Realty began its work for management of library buildings on November 10. It is working to develop a plan for the backlog of projects that developed over the past year. The new snow removal company has started and did an excellent job with snow removal last week.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:09 a.m.