

**LIBRARY BOARD MEETING MINUTES
TUESDAY, NOVEMBER 20, 2007; 6:30 PM
LINCOLN CITY LIBRARIES
CHARLES H. GERE BRANCH LIBRARY
2400 S 56 STREET, LINCOLN, NEBRASKA**

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

OTHERS PRESENT: Carol Connor, Library Director; Greg Mickells, Assistant Library Director; Barbara Hansen, Administrative Aide; Suzan Connell, Library Resources Coordinator; Carolyn Dow, Polley Music Librarian; Julie Beno, Bennett Martin Public Library Public Service Manager; Carol Swanson, Gere Branch Supervisor; Jodene Glaesemann, Walt Branch Supervisor; Nicole Zink, Executive Director, Foundation for Lincoln City Libraries; Brian Pytlik Zillig, Digital Initiatives Librarian, University of Nebraska-Lincoln.

Marlene Cupp called the meeting to order at 6:30 p.m.

APPROVAL OF AGENDA: The Agenda/Meeting Notice was posted according to the Open Meetings Law of the State of Nebraska. Ms. Cupp announced a copy of the Open Meetings Law was available on the table along with the agenda. Ms. Anderson moved the agenda be approved as posted. Second by Ms. Maly. Roll Call Vote: Anderson, Cupp, Hoke, Kirkpatrick, Maly, O'Hanlon, Stevenson - aye. Motion carried 7-0.

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF MINUTES: Ms. Anderson moved the minutes of the October 16, 2007, meeting be approved as mailed. Second by Mr. Kirkpatrick. Roll Call Vote: Cupp, Hoke, Kirkpatrick, Maly, Stevenson, Anderson - aye; O'Hanlon - abstain. Motion carried 6-0.

STANDING COMMITTEE REPORTS:

Committee on Administration - Ms. Maly reported the committee met on October 30th to begin the review of Board policies. The committee reviewed ten of the oldest policies and found that several have been superseded by city, state, or federal law. Those policies include Phone Use by Children, Use of City Owned Telephones & Related Equipment, Serving Persons Who Are Hearing Impaired, Smoking, and Travel & Expense. Ms. Maly moved that these policies be rescinded effective immediately. Second by Ms. Anderson. Roll Call Vote: Hoke, Kirkpatrick, Maly, O'Hanlon, Stevenson, Anderson, Cupp - aye. Motion carried 7-0.

Ms. Maly reported that five other policies have been assigned to staff committees for revision. Those policies include Materials Selection, Lost Child/Caregiver, Potential Threat to Children, Unattended Children, and Meeting Room Use.

The committee also discussed the naming of the new public library in the Arnold School. Research is being undertaken by Assistant Library Director Greg Mickells and Eiseley Branch

Supervisor Julee Hector. It is requested that a report on the research be complete and report made by December 1, 2007, for a report to the Board at its December meeting.

Committee on Buildings & Grounds - Ms. Stevenson reported the parking lot lighting improvement project bid documents were released on November 14 and are due on November 28th. A recommendation will be brought to the Board at its December meeting.

Mrs. Connor reported that the contract documents for the roof repair at Bennett Martin Public Library have been received and are ready for the Library Board President's signature.

Committee on Finance - Mr. Kirkpatrick reported on the Recap of Expenditures for October 2007 listing claims in the amount of \$715,273.34 from operational funds and \$29,980.48 from miscellaneous funds for a total expenditure of \$745,253.82. Mr. Kirkpatrick moved approval of the report and payment of all claims. Second by Ms. Stevenson. Roll Call Vote: Kirkpatrick, Maly, O'Hanlon, Stevenson, Anderson, Cupp, Hoke - aye. Motion carried 7-0.

Mr. Kirkpatrick reported on the Finance Committee quarterly meeting held on October 26th. The upcoming budget preparation was discussed and the need for the Board to discuss priorities for service and budget implications. This will be an item for discussion at the December Board meeting.

SPECIAL COMMITTEE REPORTS:

Downtown Library Development: Mr. Kirkpatrick reported that the 2015 Vision Committee has their priorities lined up and the downtown library is not one of them. However, how the library fits in to the current plan it three-fold. As 2015 Vision pushes its priorities, it involves a lot of public and private funding on things that do not include the downtown library. But, the psychological impact that things are happening in Lincoln, building a future, looking ahead, creating an idea that this is an opportunity to make things in Lincoln better in the long term. This in turn encourages the entire community to think big in terms of projects like downtown libraries. There is a specific subcommittee that Mr. Kirkpatrick has been meeting with. That subcommittee focuses on downtown development. The downtown library clearly fits in downtown development. What Lincoln lacks in the traditional downtown is an anchor that is a destination. The retail consultants advise that investors will not put millions of dollars into a project if there is not that anchor to draw individuals downtown. What other cities Lincoln's size and larger have used as an anchor is a downtown library. There is an opening to sell a downtown library as a way to develop downtown Lincoln. The Board has done background work and it is time to revisit the space needs and facility study. With the discussion about reuse of Pershing Center and the library being mentioned, it is important for the Library Board to speak to that.

Ms. Cupp stated that the Bennett Martin Public Library Space Needs and Facility Study will be on the agenda for the December Board meeting.

Foundation Board Liaison: No report.

Newsletter - No report.

One Book - One Lincoln Community Reading Program: Ms. Maly reported on the live video conference with author Timothy Egan held on November 16th at NETV. The event was really enjoyed by all who attended. Mr. Egan spoke for about 40 minutes and then took questions. Ms. Maly reported that during the 2007 One Book - One Lincoln Community Reading Program there were a total of 2 training sessions, 33 public discussion groups, 10 private discussion groups facilitated by staff, 10 public showings of the *Plow that Broke the Plain*, five libraries hosted the traveling photo display, six special events relating to topics in the book, a showing of the *Grapes of Wrath* at the State Theatre hosted by the Foundation for Lincoln City Libraries, two programs on 5 City TV, and programs on KZUM and NET radio. Five preview discussion sessions were held prior to the final title announcement focusing on the five finalists. The program isn't quite over yet. There is still a public discussion group scheduled on November 29th and library staff will be facilitating private discussion groups well into 2008. An evaluation meeting will be held after the program is complete to discuss what was successful and what needs to be adjusted. Circulation figures of the title will also be available.

Planning: Lynda Anderson reported that the Board retreat is scheduled for Saturday, December 1, 2007, from 8:30 a.m. to 12 noon, at the Pioneer Park Nature Center. The agenda is being finalized and will be distributed November 28, 2007. Reports are being prepared by staff and will be forwarded to the Board prior to the retreat. The facilitator, Martha Gadberry, will be sending a questionnaire to Board members via e-mail.

Polley Music: Ms. Maly stated the annual report prepared for the Polley Trust Officer and Polley Trust Advisors was distributed to Board members in their meeting packet. The plan as described in this report is the basis for the Polley Music Library budget for fiscal year 2008-09. A budget of approximately \$86,872 would support the program plan. Anticipated revenue for the 2008-09 fiscal year is approximately \$88,400. Upon approval of the program plan, the program plan will be sent to the Polley Trust Officer for distribution to the Polley Trust Advisors for their approval.

Ms. Maly asked that the report be revised to clearly designate what time period the fiscal years actually cover and also note that conference travel expenses are funded privately. Ms. Maly moved the report be approved as amended. Second by Mr. Kirkpatrick. Roll Call Vote: Maly, O'Hanlon, Stevenson, Anderson, Cupp, Hoke, Kirkpatrick - aye. Motion carried 7-0.

On behalf of the Library Board, Mr. Kirkpatrick thanked Polley Music Librarian Carolyn Dow for the thoroughness of the report and also for her work in seeing that the usage of the Polley Music Library by the public is maintained. Despite the cuts in the service, use has been maintained and that is due to the hours and work put in by Ms. Dow.

Technology: No report.

Trustee Development: Brian Pytlik Zillig has been the Digital Initiatives Librarian at the University of Nebraska-Lincoln for the past six years which involves the creation of digital

resources at UNL. The University library has over 3 million volumes, which if divided equally would result in each seat in Memorial Stadium holding a stack of 37 volumes. Mr. Zillig provided a 30 minutes presentation and online tour of the University's digital collections including the Digital Commons which is the institutional repository for faculty publications, research reports, etc. and the Center for Digital Research and Humanities (CDRH) which is a joint initiative of the University Libraries and the College of Arts and Sciences. Information about the Universities digital projects can be found at <<http://www.unl.edu/libr/diginit/>>

PRESIDENT'S REPORT: None

OLD BUSINESS: None

NEW BUSINESS: None

LIBRARY DIRECTOR'S REPORT: Carol Connor reported that information on the silent auction of bound periodicals is available on the library's Web site. Bids are already being received.

ASSISTANT LIBRARY DIRECTOR'S REPORT: Greg Mickells reported on the Future Search workshop he attended. Future Search is a process to develop vision plans, or strategic plans, and is organized by the Nebraska Library Commission. Mr. Mickells is a member of a 15 member team from across the State. The intent of the program is to come together June 9-11, 2008 for a two day workshop composed of members from communities across the State. Names of individuals from the Lincoln area have been submitted for participation in the program. State-wide about 150 names have been submitted to participate in the two day workshop. The goal is to have 100 people involved from all age groups and diverse backgrounds.

Mr. Mickells provided an update on the staffing in the Virtual Services Department (formerly known as Information Technology) noting that he and Julee Hector interviewed two candidates for the vacancy left when John Felton retired. Neither met the needs of the position. The position description will be redeveloped and probably be opened up with a broader definition of who would qualify for the position including rethinking the need for a Masters in Library Science. Another Virtual Services staff person will be retiring on November 21st. That position has been filled with an internal promotion.

Mr. Mickells has been meeting with vendors for outsourcing various responsibilities for technology maintenance. In particular, we are looking for a better backup situation. City Information Services has let us know that we can contact them if issues arise before a vendor is on board.

The library at Arnold School project is moving forward. The grading of the site has begun. Construction bids will be going out in January 2008. Interior design for the library is still a work in process. Julee Hector and Mr. Mickells have been conducting research for the renaming program.

Support Services is currently working with a company for the delivery of processed recorded CDs. In the past a lot of the CDs would arrive in cardboard boxes making it necessary for staff to repackage the material which involved many steps. The CDs are now being received already appropriately packaged. This is test case to see what efficiencies are generated by doing this and also compare costs of doing the processing in-house vs. outsourcing. If the model proves to be successful we will expand to other materials. It is a model that most libraries are using.

Mr. Mickells demonstrated a new electronic reading device that has just been released by Amazon. The "Kindle" is a device where books can be downloaded to. What is unique about this device is that it is not dependent upon a computer. It is almost like a cell phone. Direct contact to Amazon from the device is possible. The technology is based on electronic paper so it doesn't depend on backlighting like a computer monitor. The device can hold about 200 books and a memory card can be purchased to extend the capacity.

FOUNDATION FOR LINCOLN CITY LIBRARIES EXECUTIVE DIRECTOR'S REPORT: Nicole Zink reported on the Foundation's participation in the Nebraska Book Festival, the Friends Appreciation Breakfast and the "Grapes of Wrath" showing at the State Theatre. The Events and Development committees are working to set up events for 2008. The Finance Committee is developing the 2008 budget for the Foundation. The annual disbursement to the Library will be made in March of 2008 rather in December of 2007 after the fiscal year has closed so that there is a more accurate accounting of what is available to give to the Library.

PUBLIC COMMENT: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:22 p.m.