

LIBRARY BOARD MEETING MINUTES

TUESDAY, March 21, 2023, 8:00 a.m.

BENNETT MARTIN PUBLIC LIBRARY
LINCOLN, NEBRASKA

BOARD MEMBERS PRESENT

Dan Sloan, Rhonda Seacrest, Lisa Hale, Christopher Stewart, Donna Marvin, Jackie Ostrowicki, Joe Shaw, Nichole Bogen.

OTHERS PRESENT

Ryan Wieber, Library Director; Traci Glass, Library Assistant Director; Paul Jones, Accountant; Jocelyn Golden, Senior Attorney; Gail McNair, Executive Director, Foundation for Lincoln City Libraries; LeeAnn Sergeant, Library Coordinator, Vicki Wood, Youth Services Coordinator; LeeAnn Sergeant, Library Coordinator; Kim Shelley, Library Manager; Sarah Dale, Admin Aide; Firas Pirali, Guard.

CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Dan Sloan noted that a quorum was present and called the meeting to order at 8:03 a.m. He announced the Open Meetings Act was posted and available for review.

APPROVAL OF AGENDA

President Sloan noted that the Agenda and Meeting Notice were posted according to the Open Meetings Act of the State of Nebraska. Sloan asked for a motion to approve the Agenda. Stewart so moved. Ostrowicki seconded. There was no discussion. **ROLL CALL VOTE:** Stewart, Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan – AYE. Motion carried 7-0.

PUBLIC COMMENT ON AGENDA ITEMS

President Sloan noted that public comment is welcome and reviewed the public comment process for those attending. There was no public comment.

APPROVAL OF FEBRUARY 21, 2023 MEETING MINUTES

President Sloan noted the Minutes of the February 21, 2023 meeting had been submitted. Sloan asked for a motion to approve the Minutes. Hale moved approval. Stewart seconded. There was no discussion. **ROLL CALL VOTE:** Hale, Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Stewart – AYE. Motion carried 7-0.

STANDING COMMITTEE REPORTS

Committee on Administration

Sloan shared that the committee met to determine how to address the two upcoming vacancies. Wieber noted that we need to move quickly to replace Mr. Stewart at the May meeting. The remaining, interested applicants from last fall's pool have been contacted and that group will be used to fill Stewart's opening. The opening for Marvin will be filled using a new pool of applicants. The Committee will meet to discuss and be prepared to make a recommendation to the Board at the April 18th Library

Board meeting. The applicant will be introduced to the City Council at the second reading on May 8th. The new member's first meeting will be on May 16th. The applications will be made available to all board members. The Committee's findings will be released to the Board ahead of the April 20th meeting to allow time for review. Sloan shared the wish to move expeditiously but stressed that if the timeline needs to be extended, there's nothing in the bylaws to prevent that. Brief discussion followed.

Committee on Buildings and Grounds

No Report.

Committee on Finance

Approval of Monthly Recap of Expenditures for February 2023

Marvin provided the figures from February: Total operational expenses were \$760,240.77; total expenditures of other funds were \$120,462.97 making total expenditures for February \$880,703.74. Marvin moved approval. Hale seconded. There was no discussion. **ROLL CALL VOTE:** Marvin, Ostrowicki, Seacrest, Shaw, Sloan, Stewart, Hale – AYE. Motion carried 7-0.

SPECIAL COMMITTEE REPORTS

Foundation Executive Director

Gail McNair shared materials from the *Wine and Dine* fundraiser scheduled for Thursday, April 27th. The silent auction will be held online. You'll need to purchase tickets and bid online. McNair expressed thanks to the Board for donations, memberships and support. Discussion followed.

NEW BUSINESS

Approve Frye, Frazey & Assoc Contract Renewal With Increase

Glass noted there's no change in service at this time, however they've asked for \$1.50/hr raise for the guards. This is the first renewal for this contract term, and they have stated this will be the only pay increase requested during this three-year term. The increase puts them in line with other local security companies. Glass also noted the plan to increase the guard presence at Bennett Martin in the evenings to help close. Some of those extra hours will be transferred from the Eiseley guard schedule, others will be additional. Seacrest moved approval. Hale seconded. Discussion followed. Glass confirmed that the company has indicated this \$1.50 per hour will go directly to the guards' pay. Director Wieber commended Firas Pirali, the Bennett Martin Guard in attendance, for his good work. Hale seconded the commendation, having observed his work. **ROLL CALL VOTE:** Ostrowicki, Seacrest, Shaw, Sloan, Stewart, Hale, Marvin – AYE. Motion carried, 7-0.

2022 Volunteer Report

Kim Shelley shared that the library is rebuilding the program since the pandemic. There are fewer volunteers now. The number of teens volunteering for Summer Reading has been reduced due to much of the registration and explanation of the program now being completed online. Instead, fewer teen "Volunteens" are doing more focused work. Two volunteers at Gere, Deva Pushkaran and Reema Rida, have been awarded the President's Volunteer Service Award. The Volunteer Appreciation Banquet is

being held on April 16th at the Harvest Hall. Food will be served at 2:30, and remarks at 3pm. Discussion followed.

Approve Proclamation for National Volunteer Week.

President Sloan read aloud the Proclamation: “During National Volunteer Week, we acknowledge the many volunteers who generously give their time and talents to help improve the lives of others. Their acts of kindness help to build a better and brighter future for Lincoln City Libraries and the citizens it serves. The Board of Trustees of Lincoln City Libraries hereby proclaims April 16 to April 22, 2023 VOLUNTEER APPRECIATION WEEK Adopted this day, March 21, 2023.” Hale moved approval. Shaw seconded. Brief discussion followed. **ROLL CALL VOTE:** Seacrest, Shaw, Sloan, Stewart, Hale, Marvin, Ostrowicki – AYE. Motion carried, 7-0.

Request for Reconsideration Process Review

President Sloan introduced Vicki Wood to review the process in place when a book is brought to LCL staff’s attention for review. Wood shared that every request for reconsideration starts with a conversation. Often a discussion with a customer can resolve their concerns. If the customer wishes to proceed, they are then directed to the Request for Reconsideration form. She shared that the form was updated to cover displays and programs as well as books, noting this communicates to our community that not only are our materials chosen by professional librarians, but our programs and our displays are also part of our professional work.

In addition to stating their concerns, the Request for Reconsideration form asks if the customer has read/listened to/attended the entire work, and what they’d like to see done with it. Some requests are for an item to be moved to a different section of the collection, others ask for it to be removed, all of which is taken into account. The Request then goes to the Committee for review. The Committee is made up of eight members, some rotating, representing different levels of the library system. The members are practiced and consistent in reviewing materials with an understanding of LCL’s Materials Selection and Maintenance Policy.

The form indicates to the customer that LCL has a month to respond. Once received, the Request is forwarded to the committee. At this point, the committee is tasked with reading/viewing the item in question, reading professional reviews of the item, and comparing the item to other, similar items in the collection – the goal being to provide a well-rounded understanding of the item and how it fits into LCL’s collection. Then the committee meets to discuss. In all but one case so far, the committee has been unanimous in their decision. In the event of a tie, the Assistant Director breaks the tie.

Once the committee has decided, Wood writes up a synopsis with their final decision and provides it to the Director. Director Wieber shared that he then reviews the material, reads the committee’s recommendations and formulates his decision based on the recommendations and communicates that decision to the customer. At that point, the customer has the right to request an appeal to the Library Board. The materials are made available for all Board Members to review, and the Committee on Administration makes a recommendation to the full Board for their decision within 60 days of receiving the request. Director Wieber noted that a written overview of the process is being compiled by the Assistant Director for posting to the library’s website. Discussion followed.

PRESIDENT'S REPORT

No Report.

ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glass shared that the concrete work at Gere Branch Library is complete. It will improve accessibility from the parking lot to the building. The next phase will be the resurfacing of the parking lot. Glass and the website acquisition committee met with the new website designers to preview their new Content Management System (CMS), the platform on which the website will be built. It's built specifically for government entities and being offered at no extra cost. An amendment to the agreement to accept that change is in process. The postings for Summer Interns (sponsored by the Nebraska Library Commission) and for Summer Temporary Workers have gone up – please share. Several hiring process updates have been made based on input from Managers and the new HR leadership. These will speed up the process of making positions open to applicants, to provide Managers with sufficient advance information on applicants, and to update the Supplemental Questions to properly balance the applications between new applicants and existing employees seeking promotion.

DIRECTOR'S REPORT

Director Wieber shared updates on increasing security at Bennett Martin. Access to the lower (non-public) area will be restricted by an alarmed gate within the next two months. Building Superintendent Miller met with the Fire Marshall to successfully plan the addition. Additional security cameras at stairwells are being sourced. The Oz Black collection of political cartoons originally published in the Lincoln Star in the 1920's has been digitized in a collaboration between Heritage Room Curator, Diane Wilson and UNL Digital Media Librarian, Richard Graham and made available online. See the library webpage for the link. Smaller, non-traditional Book Sales are being planned for the fall. More information will be forthcoming.

PUBLIC COMMENT

Jackie Ostrowicki shared that the One Book One Lincoln selection committee meets tomorrow to narrow the choices down to the top ten books. From there, each reader will read each book in preparation for narrowing it to three.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:53 a.m.