

# Library Board Meeting Minutes

TUESDAY, DECEMBER 19, 2023, 8:00 a.m.  
BENNETT MARTIN PUBLIC LIBRARY  
LINCOLN, NEBRASKA

## BOARD MEMBERS PRESENT

Dan Sloan, Joe Shaw, Lisa Hale, Jackie Ostrowicki, Morgan Gerteisen, Patty Beutler, Nichole Bogen.  
Absent: Rhonda Seacrest. A quorum was present.

## CALL TO ORDER AND ANNOUNCEMENT OF POSTING OF OPEN MEETINGS ACT

President Dan Sloan called the meeting to order at 8:00 a.m. and announced the Open Meetings Law was posted and available for review.

## APPROVAL OF AGENDA

Sloan noted that the Agenda/Meeting Notice was posted according to the Open Meetings Act of the State of Nebraska. Sloan asked for a motion to approve the Agenda as posted. Hale so moved. Shaw seconded. There was no discussion. **ROLL CALL VOTE:** Gerteisen, Hale, Shaw, Sloan – AYE. Motion carried 4-0.

## PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

## APPROVAL OF NOVEMBER 21, 2023 MEETING MINUTES

Sloan noted that the November meeting minutes had been distributed and asked for a motion to approve. Hale so moved. Gerteisen seconded. Beutler arrived at this time. There was no discussion. **ROLL CALL VOTE:** Hale, Beutler, Sloan, Gerteisen, Shaw – AYE. Motion carried 5-0.

## STANDING COMMITTEE REPORTS

### Committee on Administration

Sloan reported that the committee's current project, the Request for Reconsideration Policy, is coming up in New Business and discussion will be deferred until that time. Beyond that there is no further report.

### Committee on Finance

#### Approval of Monthly Recap of Expenditures for November 2023

In Ostrowicki's absence, Hale presented the Recap of Expenditures. She reported that the Total Operational Expenditures for November 2023 were \$1,232,070.01. The Total Expenditures of Other Funds were \$22,983.47 for total of \$1,255,053.48. Hale moved approval of the report. Shaw seconded.

There was no discussion. **ROLL CALL VOTE:** Beutler, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried 5-0.

### Committee on Buildings and Grounds

**Awarding of a Contract Renewal for janitorial services with BMI Janitorial Group not to exceed \$129,500.** Director Wieber reported that this is the same company that has had the contract for many years. The current contract was signed last year and this is the first of three available renewals. Ostrowicki arrived at this time. Glass explained that the Year-to-Date cost has been \$128,880 so the remaining amount will be allocated to any upcoming unplanned or emergency cleaning services needed. She confirmed that their service has been satisfactory. Beutler moved approval. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Ostrowicki, Shaw, Sloan, Gerteisen, Hale, Beutler – AYE. Motion carried 6-0.

## SPECIAL COMMITTEE REPORTS

### Foundation Executive Director Report

Gail McNair thanked everyone on the Board and Staff for making all the Foundation's fall activities possible. She shared a bookmark created to publicize the book sale. She reported that the final financial report for the fall events will be available next month. McNair noted that in addition to the book sale's stated goals of finding homes for new books, making money for the library and providing a community service – this year they served the additional function of creating awareness of the Book Nooks. Further, after the book sales were held, another 24 pallets of book were shipped to ThriftBooks for sale. Thanks to all who attended the Spelling Bee, everyone had a great time and it was a fun event. Screamer's is slated to be the location again next year. She reminded all to share the opportunity to become a Friend of the Libraries. She shared sponsorship information for members to share folks with local businesses.

### One Book One Lincoln Annual Report

Librarian Cait Lombardo noted an addition to the printed report, which only reported the circulation of the top three titles. The circulation of the top eleven titles was 10,140. There was an increase in the circulation of the top three titles this year, as well as an increased number of private book groups asking LCL staff to facilitate discussions on the top titles. Librarian Jen Jackson reported an increase in participation in 2023, both in discussion groups and voting. Further, they gathered good feedback from the comments that accompanied the voting, and shared some of the positive comments. Jackson noted positive comments on the winning title, *Remarkably Bright Creatures* saying the lighter, more generally popular style was a breath of fresh air. She also shared positive feedback from a homebound patron to the new-this-year addition of a Young Adult title to the mix. *Punching the Air*, the YA novel in verse was met with delight, "It was so great! I've never heard of a book like that!" She reported it had also been a popular title with the book clubs she facilitated.

Director Wieber asked if there was any change or improvement to be made? Jackson and Lombardo both said they would love to be able to offer an in-person experience with the winning author in upcoming years. The Zoom author interviews are great, but don't draw the same crowds as an in-person visit. The recalled events from past years that had to be held off-site to accommodate the numbers of attendees. Wieber announced that funding for such a visit is in an upcoming budget and sponsorships are being sought. Brief discussion about Zoom vs in-person author visits followed.

Director Wieber also shared that longtime One Book One Lincoln Selection Committee Chair, David Smith, is retiring his post this year. Committee member and Associate Principal of School Middle School, Allysa Diehl, who just stepped off the committee after her three-year term has been invited to take his place and has accepted. Lombardo shared the Steering committee is set to meet January 12<sup>th</sup> to begin the process for the 2024 program. Wieber thanked the team and they were applauded soundly. Wieber also reminded all that a Farewell Party is planned January 10<sup>th</sup> for David, invitations will be forthcoming.

## NEW BUSINESS

### Approval of Resolution Recognizing David Smith for his Contributions to One Book One Lincoln

President Sloan read the following resolution:

#### RESOLUTION

##### *Recognizing David Smith for his contributions to One Book One Lincoln*

Whereas David Smith has faithfully served the One Book One Lincoln committee for fifteen years, twelve of those as Chair,

Whereas through those years he has fairly and even-handedly guided the committee in narrowing down nearly 1,000 titles to thirty-six Top Three Finalists to present to the Lincoln community,

Whereas he has expertly wordsmithed the descriptions of the Top Three titles for each Memorial Day announcement to pique reader interest,

Whereas he has skillfully and amiably represented the One Book One Lincoln program in person, on TV, and most recently in specially crafted video spots,

Whereas he has shaped and guided the committee, keeping them organized, clearly explaining the rules of the exercise, counseling all to put aside personal preferences and think of the community as a whole, and then equably and fair-mindedly hearing and valuing each member's opinions and critiques,

Whereas he has remained calm in the midst of any storms, keeping the committee afloat and focused in the wake of deadlines, controversies and critical decisions, and

Whereas he has been the most gracious host, yearly opening his home to the committee for fellowship, feasting, and final threes

BE IT RESOLVED that that Lincoln City Libraries Board of Trustees expresses its sincere appreciation and gratitude to David Smith and adopts this resolution in tribute and appreciation of his contributions to and support of the Lincoln City Libraries.

Sloan asked for a motion to approve the Resolution. Hale so moved. Ostrowicki seconded. **ROLL CALL**

**VOTE:** Shaw, Sloan, Gerteisen, Hale, Beutler, Ostrowicki – AYE. Motion carried 6-0.

### Approval of a Contract with BVH Architecture for Phase 1.1 architectural services not to exceed \$389,240

Sloan invited Director Wieber to brief the Board. Wieber noted the change in amount from the agenda from \$389,200 to \$389,240. He asked the Board to consider the continuation of the contract to move into the next phase. This process involves taking all the feedback gleaned from the public process and initial analysis, and compiling options for north, central and south Lincoln library locations. Their pending report will detail exactly what changes are called for in each part of town and what those will cost. The report is expected by February. This report will help guide LCL and the City to the next steps. Wieber

noted this represents a considerable commitment, not just in funds, but in action. This step not only requires Board approval, but also the mayor's signature. Wieber expressed confidence that this use of reallocated past-years funds will obtain the mayor's approval promptly. It signifies commitment for the next phase and the improvements across the library system.

Wieber also expressed confidence in the handling of the project by BVH and MSR. Their combined local and national expertise and outstanding attention to the project have been impressive. Their communication is well structured, and work with the exploratory committee has been exemplary. Their plan isn't simply for the immediate future but spans the next decade. Ostrowicki expressed her positive impressions of the plans thus far, with well thought-out and flexible options. President Sloan noted that more help will be needed for the next steps, and each Board member will have a role to play. He also voiced approval that the plan is focused on all of Lincoln, its makeup now, and future growth patterns, and considers the best ways to provide service to residents where they live. Hale also commended the holistic and flexible approach that directly addresses the needs and wants of the community. There was no further discussion. Shaw moved approval of the contract. Ostrowicki seconded. **ROLL CALL VOTE:** Shaw, Sloan, Gerteisen, Hale, Beutler, Ostrowicki – AYE. Motion passed, 6-0.

#### **Approval of Lincoln City Libraries and Foundation for LCL Annual Contract**

Director Wieber noted that this is the agreement the Board reviews each year to establish the relationship between the Library and the Foundation. There are no changes to this contract with the exception of the extension of the date for another year. Hale moved approval. Gerteisen seconded. There was no discussion. **ROLL CALL VOTE:** Sloan, Gerteisen, Hale, Beutler, Ostrowicki, Shaw – AYE. Motion carried, 6—0.

#### **Approval of Lincoln City Libraries and Foundation for LCL Annual Lease Agreement**

Director Wieber explained this agreement sets up the office space for the Foundation within Bennett Martin. All the Foundation agreements were reviewed and revised by Jocelyn Golden in the City Law Department, and again, the only changes to the agreement at this time is to extend the date forward another twelve months. Hale moved approval. Beutler seconded. **ROLL CALL VOTE:** Gerteisen, Hale, Beutler, Ostrowicki, Shaw, Sloan – AYE. Motion carried, 6—0.

#### **Approval of Lincoln City Libraries and Foundation for LCL Book Sale Agreement**

Director Wieber shared that this is the agreement that outlines how books can be sold to benefit the Library, via large sales, pop-up sales, sales to ThriftBooks and the Book Nooks. The Foundation has also had the opportunity to review the agreements. Hale moved approval. Beutler seconded. **ROLL CALL VOTE:** Hale, Beutler, Ostrowicki, Shaw, Sloan, Gerteisen – AYE. Motion carried, 6—0.

#### **Approval of Board Meeting Dates for 2024**

President Sloan noted that those dates were sent out and appeared to reflect the typical mix of morning and evening times at various locations. Ostrowicki moved approval. Gerteisen seconded. **ROLL CALL VOTE:** Beutler, Ostrowicki, Shaw, Sloan, Gerteisen, Hale – AYE. Motion carried, 6—0.

#### **Approval of Request for Reconsideration Policy**

Director Wieber shared the process staff and administrators used to craft the policy, workshopping it at the committee level before presenting it to Management Team and the Law Department for review. It accurately reflects the procedure LCL has been using for Requests for Reconsideration and provides needed transparency of the process to both staff and the community. Procedural rules that describe the

timeline of the process have been added to the Policy. These procedural rules serve to allow sufficient time for the committee to do their required work of acquiring the requested item, reading and reviewing the material and providing their conclusions to the Director, and for the Director to read and review the work and the committee's findings before responding. The limits on the number of requests for reconsideration (three per person per year) accurately reflect the amount of time needed for staff to process the requests without unduly limiting the service LCL is able to provide to other customers concurrently.

Hale expressed her comfort with the fact that the timelines laid out in the policy in no way restrict any community member from sharing their concerns since the public is welcome at any Board Meeting to give public comment. She commended the added transparency of having the procedure codified into a policy. Sloan noted in Seacrest's absence, that the Committee on Administration unanimously supports the policy. Hale moved approval. Beutler seconded. **ROLL CALL VOTE:** Ostrowicki, Shaw, Sloan, Gerteisen, Hale, Beutler – AYE. Motion carried, 6—0.

## PRESIDENT'S REPORT

President Sloan had no formal report, but shared his gratitude for the libraries, staff and board. He noted that the heavier than usual workload recently has been rewarding and fun and he shared his thanks.

## ASSISTANT LIBRARY DIRECTOR'S REPORT

Assistant Director Glass shared that applications had been received for the Youth Services Coordinator position, and interviews held. The hiring team's decision was to not move forward with any of the candidates, and to repost the opening in 2024.

## LIBRARY DIRECTOR'S REPORT

Director Wieber reported on the strategic planning process. Parlay Consulting continues to do an excellent job. The survey they posted to explore what community members want and need from the library received more than 1,000 responses within a week. Two public focus groups met last week in addition to three staff focus groups which provided Parlay with copious data to parse before returning for the all-day session with staff, board members and community members where the final plan will be crafted.

The annual report should be available within the next few weeks, and an affidavit will be provided for the Board to sign. This year's report will be in newsletter format, 16 pages including highlights and stories from the year.

## PUBLIC COMMENT

There was no public comment.

There being no further business, the meeting was adjourned at 8:47 a.m.