

## SEWARD MEMORIAL LIBRARY BOARD MEETING

Tuesday, December 11, 2018 4:30 PM

Board Members Present: Bob Dahms, Juanita Hill, Nancy Lamberty and Jerry Pfabe.  
Absent: Stephanie Croston.  
Also: Becky Baker, Library Director.

Notice of the meeting was given in advance by posting the notice of such meeting, with the agenda thereon, in the following places: City Hall, County Courthouse, and the Seward Memorial Library. Notice of this meeting was simultaneously given to all members of the Library Board. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

### **1. CALL TO ORDER & RECOGNITION OF OPEN MEETINGS ACT AVAILABILITY**

The meeting was called to order at 4:35 p.m. by Chairman Juanita Hill, who highlighted the availability of the Open Meetings Act.

### **2. LIBRARIAN'S REPORT**

**A. Programs:** Fall programs are now finished. Staff feels it may be best to leave the afterschool program schedule the same next semester, for consistency.

The non-profit lunch was very successful, though it ran over by 30 minutes. Many groups were represented. There was no clear consensus on how often to meet; some groups felt quarterly and some favored twice a year for meeting schedules. More organization of this will take place shortly.

On November 24 neither the morning movie nor the early afternoon sing-along were well attended; these events may not be repeated next year. The come and go craft hour had 155 folks come through. Next year this event might start a little later as the beginning of it was right when the library closed, causing some staff issues.

The craft classes the first three weeks seem to be going well, with the Tuesday night time more popular by far. But having a smaller group Monday afternoon allows for any issues to be resolved before the larger group comes in. The gingerbread house decorating program has 25 children (plus their families) registered so that should go well this Saturday.

Over the Christmas break the library will be showing four children's movies. Also, a Noon Year's Eve party is being planned for young children from 11-12:15 on December 31.

Summer program planning is beginning and several outside speakers have already been scheduled.

Last month's book group choices:

Midday Mysteries: *The Spirit of Steamboat* by Craig Johnson  
Best of NYT: *Uncommon Type* by Tom Hanks  
Random Reads: *The Noel Diary* by Richard Paul Evans

The Library sent out 202 *Leading to Reading* cards last month.

**B. Staffing:** Equipment Update: The power cord to the AWE tablet started to smoke when plugged in last week. Staff is researching where a new one can be found since the item is not listed on the AWE website. A new receipt printer has been installed at one of the front circulation computers. Staff will evaluate patron response to it before either networking so the second circulation computer may also access it or purchasing a second receipt printer. If the receipt isn't liked staff will continue to print a full sheet receipts upon request.

Used Book Nook: The Friends of Seward Library Used Book Nook seems to be going well. Patrons generally browse for quite a while after going into the room. Staff is tracking the transactions from this room apart from the table upstairs – at least for the first few months.

Microfilm Cabinet: The new unit purchased by the Seward Library Foundation and the Friends of Seward Library has been received and is installed in the Genealogy Room now. Staff will begin cataloging the reels of microfilm purchased recently and get them into the room for the public to access.

Display Installation: Tomorrow three large acrylic frames will be installed in the lower level space that has been empty for five years. Staff will be able to change out what is highlighted in the frames with the first display highlighting the donors to the Preserving Seward County's History project that ran all of last year.

**C. Statistics:** Circulation for last month is down 1,503 from the previous month and down 456 from last year. Circulation for the previous 12 months now totals 94,345 not including OverDrive use. The collection now stands at 54,182 items not counting OverDrive resources.

Attendance for last month is down 2,648 from the previous month and down 1,350 from last year.

Computer use was down 66 from last month and down 156 from last year.

### **3. 2019 CALENDAR**

Baker recommended that the library follow the City Hall schedule for closing on Christmas Eve and New Year's Eve. She also mentioned that there may be some days that the Board will need to address if library staff attends the NLA Convention in October. Lamberty made a motion to adopt the 2019 calendar as presented. Dahms seconded the motion. Voting aye: Dahms, Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: Croston. Motion carried.

### **4. TECHNOLOGY PLAN UPDATE-Review and accept**

Dahms made a motion to accept the Technology Plan as presented. Lamberty seconded the motion. Voting aye: Dahms, Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: Croston. Motion carried.

### **5. CONSENT ITEMS**

Pfabe moved and Dahms seconded that consent items a, b, & c be approved. Voting aye: Dahms Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: Croston. Motion carried.

Meeting adjourned at 4:56 PM.

Respectfully submitted,  
Jerry Pfabe, acting Secretary