

## SEWARD MEMORIAL LIBRARY BOARD MEETING

Tuesday, April 9, 2019 4:30 PM

Board Members Present: Bob Dahms, Juanita Hill, Nancy Lamberty and Jerry Pfabe.  
Absent: Stephanie Croston.  
Also: Jessica Kolterman, Councilperson and 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 4:31 p.m. by Chairman Juanita Hill, who highlighted the availability of the Open Meetings Act.

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

**A. Programs:** The spring session of programs has ended. Staff will review the session at the next staff meeting and make notes for the fall.

The summer reading booklet and calendar will be sent to the printers shortly. After they are received the calendars will be distributed through the schools. The booklets will be handed out beginning May 18 when we host our summer reading kickoff party. Planning continues for the May 18 kickoff party and to date includes inflatables (slide and bounce house) on the street, food for sale, live music, escape room promotion, a cookie walk by the Friends, balloon animals, and more.

It is National Library Week (April 7-13) now. Several special events are planned, including a visit from Concordia's women's basketball team tonight (they were the national champions this year), a doughnut story time for all spring story time attendees, and Book Review Bingo on Thursday night at 6:30. York College will present their annual play on Saturday at 1:00.

This month's book group choices:

Midday Mysteries: *The Lying Game* by Ruth Ware  
Best of NYT: *And the Mountains Echoed* by Khaled Hosseini  
Random Reads: *Everything Here is Beautiful* by Mira T. Lee

The Library sent out 194 *Leading to Reading* cards last month.

**B. Staffing:** 2019 Accreditation Process: The committee formed to update the library plan met once and had a few suggestions that need to be implemented before meeting again. Baker felt it important to meet with staff also, before the committee meets for a second time.

Staff Updates: On Friday morning an interview will be held with someone from the last applicant pool, as we look to fill the spot Karl will vacate the end of May when he moves out of state. If that doesn't work out then ads will be run for a new clerk.

Budget: The City's new Finance Director/Treasurer will be sharing the budget schedule shortly. A draft of the budget will be available at the May Library Board meeting.

**C. Statistics:** Circulation from Seward's in-house collection for last month is up 929 from the previous month and down 916 from last year. Circulation for this collection for the previous 12 months now totals 91,383.

OverDrive checkouts total 1,156 by Seward patrons (from all collections) and 1,528 by patrons of other libraries (from Seward's collection) last month.

Seward's in-house collection now stands at 54,393 items.

Attendance for last month is up 940 from the previous month and down 866 from last year.

Computer use was up 53 from last month and down 222 from last year. Wireless use for last month totaled 5,878.

### **3. PROGRAM, GIFT AND EMERGENCY POLICY-adoption of home delivery clarification**

Dahms made a motion to adopt a clarification in scheduling home deliveries. Lamberty seconded the motion. Voting aye: Dahms Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: Croston. Motion carried.

### **4. CONSENT ITEMS**

Lamberty 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 4:41 PM.

Respectfully submitted,  
Jerry Pfabe, acting Secretary