

SEWARD MEMORIAL LIBRARY BOARD MEETING

Tuesday, December 10, 2019 8 a.m.

Board Members Present: Stephanie Croston, Bob Dahms, Juanita Hill, Nancy Lamberty and Jerry Pfabe.

Absent: none.

Also: Jessica Kolterman, Councilman 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, Seward Municipal Building, 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 8:02 a.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 will begin the week of January 27 and run ten weeks.

Staff is planning open-ended Tech Time with no specific topics, to also begin the week of January 27 at the latest. No registration will be required and the lab will remain open to others during this time with the caveat that it may not be quiet in the room. Hopefully this will improve attendance.

Jerry Pfabe presented a program on the history of Concordia University on November 17, in coordination with their 125th anniversary. There were 43 in attendance. On Thursday, December 5 a concert by Joyfully Sing was held in front of 30 attendees.

The Come and Go Craft Hour on November 30 was not as popular as past years, perhaps because of the poor afternoon weather. In addition, several adult groups stopped by thinking it was a craft show, so a new name will need to be developed if this is repeated next year.

Coming up: the craft hour tonight has 21 registered, Holiday Tea is the 15th, the second December movie is on the 18th, Gingerbread House building is the 21st, Family Game Day is Dec. 27, and two extra movies for children and the family escape room also kick off the end of the month. A lot is happening!

This month's book group choices:

Midday Mysteries: *Duck the Halls* by Donna Andrews

Sold on a Monday by Kristina McMorris

Random Reads: *A Redbird Christmas* by Fannie Flagg

The Library sent out 172 *Leading to Reading* cards last month.

B. Operations: Holiday Hours: The library will close at noon on December 24 and be closed on December 25. We will also be closing at 4:00 on December 31 and be closed January 1. Full-time staff will still put in a 40 hour week.

Building: A small roof leak in the Children's Area was noticed right before closing for the Thanksgiving break. Staff checked it during the break and found no additional problems but will continue to monitor the area.

Digital Sign: Staff has been told that the digital sign along Highway 15 is approximately 10 weeks out.

C. Statistics: Circulation from Seward's in-house collection for last month is down 1,191 from the previous month and down 345 from last year. Circulation for this collection for the previous 12 months now totals 85,688.

OverDrive checkouts total 1,062 by Seward patrons (from all collections) and 1,283 by patrons of other libraries (from Seward's collection) last month.

Seward's in-house collection now stands at 55,414 items.

Attendance for last month is down 752 from the previous month and up 1,585 from last year.

Computer use was down 25 from last month and down 43 from last year. Wireless count for last month was 3,199 which is down 1,832 from last year and no comparison can be made since October was only a partial month.

3. TECHNOLOGY PLAN REVIEW

Pfabe made a motion and Lamberty seconded to approve the plan as updated. Voting aye: Croston, Dahms Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: none. Motion carried.

4. PHYSICAL FACILITY POLICY-Review of monthly limits on meeting room use and any necessary vote to update

Lamberty made a motion to allow groups to use meeting rooms up to twice a month or four times every two months. Pfabe seconded the motion. Voting aye: Croston, Dahms Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: none. Motion carried.

5. BYLAWS REVIEW-Discuss possible changes to the monthly Library Board meeting date and any necessary vote to change existing by laws

Pfabe made a motion to change the Library Board meeting time to 8 a.m. on the first Wednesday of each month. Dahms seconded the motion. Voting aye: Croston, Dahms Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: none. Motion carried.

6. 2020 CALENDAR ADOPTION

Pfabe made a motion to adopt the 2020 calendar as presented. Lamberty seconded the motion, Voting aye: Croston, Dahms Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: none. Motion carried.

7. CONSENT ITEMS

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

Meeting adjourned at 8:23 a.m.

Respectfully submitted,
Stephanie Croston, Secretary