

SEWARD MEMORIAL LIBRARY BOARD MEETING

Tuesday, Nov. 10, 2020 (special date due to COVID) 8AM

Board Members Present: Stephanie Croston, Bob Dahms (remote attendance due to COVID), Juanita Hill, Jerry Pfabe, and Nancy Lamberty
Absent: none
Also Becky Baker, Library Director (remote attendance due to COVID)

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 8:00 a.m. by Chairman Juanita Hill, who highlighted the availability of the Open Meetings Act.

2. LIBRARIAN'S REPORT

Programs:

No in-person programs will be held at SML for the rest of the calendar year. Book groups will be held via Zoom and as of now no children's programs are planned.

Staff wrapped up the Fall Library "Card" promotion and have kicked off the Nov/Dec one. Promotion of this will be ongoing.

This month's book group choices:

Midday Mysteries: The Last Breath by Kimberly Belle
Best of NYT: The Sun Does Shine by Anthony Ray Hinton
Random Reads: I Gave My Heart to Know This by Ellen Baker

Staff has taken a break from the monthly online book group with Chapters. Both entities agreed that November and December are too busy and that we will reassess this program in January.

The Library sent out 130 Leading to Reading cards last month.

Operations:

Personnel: The Assistant Director remains on medical leave. In addition, one staff member had a pacemaker implanted yesterday, another has an oncologist appointment Friday to discuss her treatment plans for breast cancer, and the Library Director has been out for 10 days due to a positive COVID test. Because of the certainty of staff shortages and the risk of additional COVID absences, the staff has developed plans to shorten in-person hours beginning next week. This plan will keep the window open almost all regular hours and will maintain evening and weekend in-person access to some degree. If this plan becomes unsustainable due to staff shortages, all in-person access will be stopped and only window access will be available, as it was this past spring. Baker mentioned that the City Administrator suggested the Library Board give staff the ability to adjust the schedule as needed due to personnel concerns. Pfabe moved to give the Library Director the power to adjust the schedule and library hours as needed, until the January 2021 meeting. Lamberty seconded the motion. Voting aye: Croston, Dahms, Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: None. Motion carried.

Holiday Calendar: The library will be closed tomorrow for Veteran's Day as well as Thanksgiving and the following day. Next month the City holidays include Christmas and New Year's Day. The Mayor has granted employees four hours of holiday pay on Christmas Eve, so the library will close at noon that day. While regular hours for City offices on New Year's Eve are expected, the library's regular hours would be until 8:00 p.m., so the library hopes to close at 4:00 as City Hall does. In addition, staff would be more than willing to be closed Dec. 26 and 27, should the Board wish this to happen. Voting on December holidays will be on the agenda next month.

Initial Fiscal Year Report: This is not available currently as the Library Director has been quarantined due to COVID.

Statistics:

Due to the quarantining of the Library Director, many statistical comparisons are not available this month. Those that are available are included on the accompanying statistic sheets.

Compared to last October, attendance is down by 3,241, computer use is down by 123, wireless use is up by 1,377, window use is up by 405, Overdrive use is up by 168, and Overdrive ILL is down by 91.

3. CONSENT ITEMS

Lamberty moved to approve the minutes and claims only as the budget sheets were not available. Pfabe seconded the motion. Voting aye: Croston, Dahms, Hill, Lamberty and Pfabe. Voting nay: None. Absent and not voting: None. Motion carried.

Meeting adjourned at 8:21 AM.

Respectfully submitted,
Stephanie Croston, Secretary