

SEWARD MEMORIAL LIBRARY BOARD MEETING

Wednesday, October 6, 2021 8AM

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

Absent: None

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, 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:

Fall programs for children will finish on October 29. Some are going well and others struggle with attendance. Staff will evaluate the schedule and offerings during the November-January break and may do some adjusting.

On September 14 the program on downtown revitalization in Seward had 17 attendees. The October 3 kick off the Arthur Clarke Diversity Lecture Series featuring Lance Morgan had 43 in attendance and was a great program.

Operations:

Personnel: We have hired Joe Starkey for the Library Assistant II position; he begins on October 11. He has never worked in a library before so will have a lot to learn, but he brings some technology experience to the library and that was greatly needed. Claire Kerkman begins as a Library Clerk later this week, filling the position that was open due to retirement. Currently interviews are being scheduled for the Library Assistant I position that will be vacated towards the end of the year due to retirement. Staff hopes some overlapping of the current and new employee can take place as continuity is important for the home delivery part of the position. Bob Wiemer could not stay employed as library custodian as all of his paid and unpaid leave expired, so we are advertising for a new custodian. To date, no applications have been received for this position.

Schedule: Staff requests permission to attend the Nov. 5 Read Aloud Nebraska conference and that the library be closed to the public that day.

Budget: The list of claims turned in at the close of the last fiscal year is available for your review today, along with the few additional claims to be approved this month. The final budget report for the year has not been generated by City Hall as of yet but will be available at your next meeting.

Digital Resources: The library is now a Hoopla subscriber. Staff will begin promoting this online service after learning more about it. The format is a pay-per-use one, so it will not expire at any time as long as money is in the library account.

Statistics:

Circulation for September was up 1,017 from last year and was down 179 from last month. August circulation numbers were up 1,049 from last year. Overdrive numbers for September were not yet available. August Overdrive numbers for Seward patrons were up 55 from last month, and down 117 for those items that were lent to other library patrons.

Total collection now numbers 58,104.

Attendance for September was up 1,107 from last year and up from last month by 304. August attendance was up 958 from last year.

Computer use was up 1 from last year and down 51 from last month. Wireless use was up 4,440 from last year and down 85 from last month. August computer use was up 45 and wireless use was up 4,351 from last year.

Window use was down 110 from last year and up 141 from last month. August window use was down 291 from last year.

3. CIRCULATION POLICY – Update Equipment Circulation section to include Library of Things

Baker presented a draft of changes due to the addition of Library of Things as a collection, which expands on what was previously defined as Equipment. After discussion, Pfabe moved to accept the changes to this policy as presented. Lamberty seconded the motion. Voting aye: Pfabe, Croston, Dahms, Lamberty and Hill. Voting nay: None. Absent and not voting: None.

4. REVIEW AND POSSIBLE APPROVAL OF UPDATED EQUIPMENT LOAN AGREEMENT FORM – to include Library of Things

Due to the policy changes made above, the need for an equipment agreement form no longer exists. Pfabe moved to discontinue the use of the Equipment Loan Agreement Form. Lamberty seconded the motion. Voting aye: Pfabe, Croston, Dahms, Lamberty and Hill. Voting nay: None. Absent and not voting: None.

Before turning to the Consent Items, Chairman Hill reminded the Board of a request from the Librarian's Report that required action. Pfabe moved to close the library on November 5, 2021, allowing the library staff to attend the Read Aloud Nebraska conference. Dahms seconded the motion. Voting aye: Pfabe, Croston, Dahms, Lamberty and Hill. Voting nay: None. Absent and not voting: none.

5. CONSENT ITEMS

Pfabe moved to approve the consent items. Dahms seconded the motion. Voting aye: Pfabe, Croston, Dahms, Lamberty and Hill. Voting nay: None. Absent and not voting: None.

Meeting adjourned at 8:25 a.m.

Respectfully submitted,

Stephanie Croston, Secretary