

## SEWARD MEMORIAL LIBRARY BOARD MEETING

Wednesday, January 5, 2022 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:

The "Pick Your Path" holiday was fairly successful, with only a few time slots left empty. Staff learned from this new program and will evaluate the format at this week's staff meeting.

Toddler Tuesdays will take place on Tuesday mornings and Preschool Story Time is scheduled for Wednesday and Thursday mornings, one session each morning with no registration. Afterschool programs include LEGO Club for K-2 on Mondays, Tinker Club for 2<sup>nd</sup> – 4<sup>th</sup> graders, Chess Club on Wednesdays for 2<sup>nd</sup> – 8<sup>th</sup> graders, and LEGO Club for 3<sup>rd</sup> – 8<sup>th</sup> graders on Thursdays. All programs begin the week of January 24 and run through the last week of March. This new format will be evaluated in April.

This month's book group activities include the January 10 organizational meeting of the new Reader's Choice group, Midday Mysteries reading Before I Go to Sleep by S. J. Watson on January 18, and Random Reads discussing Icy Sparks by Gwyn Hyman Rubio on January 24. R&R continues to discuss current books read and will meet on January 13.

#### Operations:

Staffing: Charlotte Baldinger's last day of work will be January 14. A retirement party is scheduled for that day from 2:00 – 4:00 p.m. Please plan to attend if you can. Reviewing applications for the new Library Clerk begins tomorrow. The position will remain open until filled, but hopefully this will happen soon since another staff member will be out mid-January for a knee replacement.

Building: Drywall repair and painting still needs to be done. Finding someone to do this at a reasonable cost has been an issue.

January Schedule: The library was closed on January 1<sup>st</sup> and 2<sup>nd</sup> for the New Year's holiday and will also be closed on January 17<sup>th</sup> for Martin Luther King, Jr. Day.

#### Statistics:

The library was closed to the public December 9, 2020 – January 25, 2021 due to COVID, so some comparisons to last year will be skewed.

	This month	Last month	Last year
Circulation	6171	6380	5596
Overdrive (SML patrons)	1410	1390	1304
Overdrive (ILL to others)	1687	1441	1462
Collection	59178	58518	57554
Attendance	3263	3814	1168
Computer Use	104	98	24
Wireless Use	7572	7776	7550
Window	286	259	827

### 3. ANNUAL REPORT - Review

After review of a draft annual report highlighting statistics for the year, all Board members felt the format was fine to use. Staff will finalize and add a photo collage page as well, for the final version that the Council receives.

### 4. APPROVE UPDATED FORMS – Interlibrary Loan Agreement Form and Library Card Application Form

Baker shared an updated ILL Agreement Form that was only changed in its format, not its content. Pfabe moved to approve the updated ILL form. Lamberty seconded the motion. Voting aye: Lamberty, Pfabe, Dahms, Croston and Hill. Voting nay: None. Absent and not voting: None. Next an updated Library Card Application Form was reviewed. The only update to this form was an added section to indicate method of payment and last four digits of a card if PayPal was used. Pfabe moved to approve the card application form as presented. Lamberty seconded the motion. Voting aye: Lamberty, Pfabe, Dahms, Croston 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: Lamberty, Pfabe, Dahms, Croston and Hill. Voting nay: None. Absent and not voting: None.

Meeting adjourned at 8:15 a.m.

Respectfully submitted,

Stephanie Croston, Secretary