

## SEWARD MEMORIAL LIBRARY BOARD MEETING

Wednesday, February 2, 2022 8AM

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

Absent: Nancy Lamberty

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 8:02 a.m. by Chairman Juanita Hill, who highlighted the availability of the Open Meetings Act.

### 2. LIBRARIAN'S REPORT

#### Programs:

Children's programs were delayed one week due to COVID numbers and being short-staffed. So the programs began this week with the new format of no registration. A report on how this is working will be given next month. Programs for children not yet in school include Toddler Read and Play Tuesday mornings and Preschool Story Time Wednesday and Thursday mornings, one session each morning. Afterschool programs include LEGO Club for K-2 on Mondays, Tinker Club for 2<sup>nd</sup> – 4<sup>th</sup> graders on Tuesdays, 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 run through the last week of March.

Colette Yellow Robe will be the spring speaker for the Arthur Clarke Diversity Lecture Series. She is planning to speak on Sunday, March 27 at 2:00 p.m. The subject of her talk is not yet determined but will be in time for the library newsletter this month.

Staff is making plans for National Library Week; this year it runs April 3 – 9.

This month's book group activities include Reader's Choice discussing The Duke and I by Julia Quinn on February 14, Midday Mysteries reading Heartbreaker by Julie Garwood on February 15, and Random Reads discussing The Perfume Thief by Timothy Schaffert on February 28. R&R continues to discuss current books read and will meet on February 10.

#### Operations:

Staffing: The staff member out due to surgery hopes to return, with limitations, on February 14. Another staff member has federal jury duty for the month of February so must call in each Friday afternoon to learn if she is needed the next week. This will play havoc with library programming schedule if she is called to serve. The Library Clerk position was offered to someone but she has now declined the position, so staff is interviewing a few more from the original pool of applicants. Another applicant was offered and has accepted the position of Library Clerk/Substitute, though she has not started yet.

COVID Update: As mentioned above, staff is watching COVID numbers closely and delayed the start of programs by one week because of the high transmission rate. Since numbers seem to have peaked, staff felt comfortable proceeding with programs this week but will continue to monitor numbers. To date the library has not closed due to COVID though several staff members have been quarantined because of it.

Budget: Baker mentioned that the budget line for state aid includes ARPA funds, so both the revenue and expense lines will appear inflated for this fiscal year.

#### Statistics:

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

	This month	Last month	Last year
Circulation	6435	6171	4447
Overdrive (SML patrons)	1762	1410	1500
Overdrive (ILL to others)	1849	1687	1703
Collection	59269	59178	56986
Attendance	3958	3263	237
Computer Use	83	104	3
Wireless Use	7788	7572	7583
Window	316	286	926

### 3. ANNUAL REPORT – Review final version

After review, no changes were suggested. The report will be shared with the City Council on February 15.

### 4. POLICY REVIEW AND ANY NEEDED UPDATES – General, Circulation, and Patron Responsibility

After review, no changes were needed for the General or Patron Responsibility Policies. Pfabe moved to make several wording updates to the Circulation policy to clarify intent. Dahms seconded the motion. Voting aye: Pfabe, Dahms, Croston and Hill. Voting nay: none. Absent and not voting: Lamberty.

### 5. CONSENT ITEMS

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

Meeting adjourned at 8:34 a.m.

Respectfully submitted,

Stephanie Croston, Secretary