

SEWARD MEMORIAL LIBRARY BOARD MEETING

Wednesday, October 5, 2022 8AM

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

Absent: Nancy Lamberty

Also: Becky Baker, Library Director, and Beth Sorensen, library practicum student

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 Hill, who highlighted the availability of the Open Meetings Act.

2. LIBRARIAN'S REPORT

Programs:

Jerry Pfabe spoke to 26 folks on September 18, with his talk on Lutherans during WWI. Vickie Schaepler will be the Arthur Clarke Diversity Lecture Series speaker on October 16 at 2:00. Her talk is titled *Saving a Legacy: Japanese and Japanese Americans in Nebraska*. The library is only doing the StoryWalk® for the Chamber's Christmas Festival due to lack of staff. Friends of Seward Library are hosting a December 3 event, inviting children to write a letter to Santa and they will receive a letter back with a postmark of North Pole, Alaska. Jerry will return on Dec. 11 to discuss historic Christmases in Seward. Children's programs run through the week of October 31.

This month all of the book groups meet together on October 10 to discuss *Lilac Girls* by Martha Kelly. R&R continues to discuss current books read and will meet on October 13.

Operations:

Budget: It was approved as last submitted. Staff is working on setting up new spreadsheets for income and expenses, etc.

Staff: Hannah Mars resigned shortly after that to take a position at a local daycare, which aligns better with her career path. Our substitute worker, Christina Rowland, expressed interest in regular hours, and to keep the same number of staff on board we split Hannah's hours and gave some to Christina and hired an additional Library Clerk from our last application batch. Ainsley Hotovy began work on September 26. In addition to these changes, Cindy Voehl wanted to drop below 20 hours per week for more flexibility. The couple of hours Cindy dropped were included with what Hannah was working for the two new Library Clerk positions. So, we are once again at full-staff but starting over with training.

Storm Damage: The tower room still has no seating. The tower carpet design has been improved by our library janitor. All Pella window replacements have been approved by insurance and are in the works, though may not happen until spring. All city facilities needing to be re-shingled will be done as one project. The remaining hail damage at the library will be addressed by staff.

Connect Seward: We received the unwelcome, but not totally unexpected news that Connect Seward will cease to be supported by Concordia University staff at the end of June, 2024. This means the websites for the library and other related groups and the City of Seward, as well as a few local businesses, will need to find new homes as well as a new way to operate email. It seems like a long time from now, but I'm sure it will go quickly, so staff is already looking at available options. Confidentiality is one of the library's biggest concerns.

Statistics:

	This month	Last month	Last year
Circulation	6,192	7,687	6,177
Overdrive (SML patrons)	1,596	1,684	1,524
Overdrive (ILL to others)	1,467	1,741	1,666
Collection	57,965	57,652	58,104
Attendance	4,254	4,319	3,416
Computer Use	108	128	81
Wireless Use	6,890	8,406	7,005
Window	198	265	447

3. EMERGENCY AND SAFETY POLICY UPDATE – Action needed to add wording specific to active shooter situations

Baker shared some basic wording to be added to the existing Emergency and Safety Policy. A new section could be titled "Threats" and the existing Bomb Threat policy could be moved there along with a new entry for Active Shooter scenarios. Staff and Board felt it was important to keep the active shooter information fairly basic so that specific details regarding staff actions in such situations remain out of the public eye. After a few minor clarifications, Pfabe moved to approve the new Active Shooter addition to the Emergency and Safety Policy as reviewed. Dahms seconded the motion. Voting aye: Pfabe, Dahms, Croston and Hill. Voting nay: None. Absent and not voting: Lamberty.

4. CONSENT ITEMS

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

Meeting adjourned at 8:22 a.m.

Respectfully submitted,

Stephanie Croston, Secretary