
**OMAHA PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**



Wednesday, May 16, 2018 @ 5:00 P.M.
Millard Branch Library – 13214 Westwood Lane

CALL TO ORDER

The Omaha Public Library Board of Trustees met on Wednesday, May 16, 2018 at the Millard Branch Library, 13214 Westwood Lane (Omaha). President Wang called the meeting to order at 5:03 P.M.

Jenna L. Garcia, Recording Secretary, took the Roll Call:

PRESENT: Keith Lutz
Adrian Suarez-Delgado
Jesse Sullivan
Cecelia Creighton
Michele Frost
Mike Kennedy
Carol Wang, President
Laura Marlane, Executive Director, Omaha Public Library (Non-voting)

ABSENT: Caitlin Davis, Secretary-Treasurer

CERTIFICATION OF PUBLICATION – NOTIFICATION OF OPEN MEETING ACT

President Wang stated that the meeting is held in accordance with the [Nebraska Open Meetings Act](#), a copy of which is available on the table. The Library certified [publication](#) of the meeting in the Daily Record, the Official Newspaper of the City of Omaha, on May 9, 2018.

BRANCH REPORT

3. [Millard Branch Library](#) – Lois Imig (Branch Manager)

Lois Imig, Branch Manager of the Millard Branch Library, appeared and spoke. She welcomed and thanked everyone for coming to the Millard Branch Library. Ms. Imig gave a brief overview of the Branch and highlighted upcoming events.

TRUSTEE DAVIS ENTERS THE MEETING AT 5:04 P.M.

ACTION ITEMS

President Wang stated that any person who has been invited to speak or has requested the opportunity to speak before the Trustees is requested to be brief and to limit his or her comments to five minutes or less, after identifying themselves by name and address for public record. When more than one person wishes to address the Trustees on a Consent Agenda item or Resolution, the proponents will be invited to speak first, followed by the opponents. Each side will be given a maximum of twenty minutes. The proponents will be given a brief period for rebuttal of any new information presented during the opponent's presentation, after which public comments will be concluded. Trustees will ask any questions at the conclusion of any public comments, prior to voting.

CONSENT AGENDA

President Wang stated that any Trustee may remove any item from the Consent Agenda to be addressed by the Board immediately following. Unless there is an exception, these items will be approved as one with a single vote of the Board. Public comment and Board approval is today.

4. [Approval of minutes – April 18, 2018](#)

President Wang opened the public comment period on Agenda Item 4.

No one spoke, and the public comment period was closed.

MOTION by Kennedy, SECOND by Frost, that Agenda Item 4 (Approval of minutes – April 18, 2018) be approved.

ROLL CALL:

Yeas: Lutz, Suarez-Delgado, Sullivan, Creighton, Davis, Frost, Kennedy, Wang

Nays: None

MOTION APPROVED 8-0

RESOLUTIONS

5. [Approval of amendments to the Board of Trustees' By-Laws](#) *(Over from 4/18/2018) (Public comment and approval today)*

(The Library certifies publication in The Daily Record, the Official Newspaper of the City of Omaha, on May 9, 2018, regarding the public comment period and vote on May 16, 2018.)

President Wang opened the public comment period on Agenda Item 5.

No one spoke, and the public comment period was closed.

MOTION by Frost, SECOND by Kennedy, that Agenda Item 5 (Approval of amendments to the Board of Trustees' By-Laws) be approved.

ROLL CALL:

Yeas: Lutz, Suarez-Delgado, Sullivan, Creighton, Davis, Frost, Kennedy, Wang

Nays: None

MOTION APPROVED 8-0

6. [Approval of the 2019 budget request](#) *(Public comment and approval today)*

President Wang opened the public comment period on Agenda Item 6.

No one spoke, and the public comment period was closed.

Ms. Marlane stated that the Finance Committee had met on Tuesday and gone over the budget request. She stated that the request meets the target amount given by the Mayor. Ms. Marlane meets with the Mayor next month, and at that time, she will ask the Mayor for an increase in the budget for additional security guards and an increase for materials. She stated that she is hoping for an increase of \$100,000.00 for materials. As for the cost for additional security guards, it will be calculated how much one will cost at each additional branch, and that will be presented to the Mayor. The Mayor allocated the Library an additional \$50,000.00 for security guards in the 2018 budget.

After the budget is approved by the City Council in the fall, the Board of Trustees will have to approve the budget again once the City process is done because the Library will need to include monies from the Foundation, Friends, Douglas County, etc.

MOTION by Kennedy, SECOND by Creighton, that Agenda Item 6 (Approval of the 2019 budget request) be approved.

ROLL CALL:

Yeas: Lutz, Suarez-Delgado, Sullivan, Creighton, Davis, Frost, Kennedy, Wang

Nays: None

MOTION APPROVED 8-0

STANDING COMMITTEE REPORTS

7. **Finance Committee** (Suarez-Delgado [Chair], Sullivan, *Vacant*)

Suarez-Delgado stated that the Finance Committee met the day prior and had gone over the budget request. Ms. Marlane spoke on all matters discussed at the Committee meeting during the previous Agenda Item.

8. **Facilities Committee** (Kennedy [Chair], Davis, Lutz)

Kennedy stated that the Facilities Committee has not met recently, but Kennedy has been in touch with Wang and Ms. Marlane regarding properties. He stated that he had spoken to the Mayor earlier in the day, and the Mayor said that she would keep Ms. Marlane informed as to happenings with the Downtown project since the Library is part of the plan.

9. **Community Engagement Committee** (Wang [Chair], Creighton, Frost)

Wang stated that the Board of Trustees will be going into Executive Session at the end of the meeting because the Board has to do Ms. Marlane's appraisal/evaluation.

REPORTS

10. **Friends of Omaha Public Library** – Jeanne Spence (President)

Jeanne Spence, President of the Friends of Omaha Public Library, appeared and spoke. She stated that the Friends sold a little over 8,000 items at their book sales in April, and had approximately 856 customers. Online sales in April were about \$3,100.00, which was lower than average due to issues with Amazon. Volunteers donated 729 hours to the Friends, which was higher than normal.

The Friends awarded the Virginia Frank Memorial Writing Contest winners at the end of April, and it was a great event. Ms. Spence stated that there were a lot of submissions, and a lot of good submissions.

The Friends needs more Board members, so Ms. Spence asked that individuals be referred to the group.

The Friends have decided to participate in Omaha Gives! occurring on Wednesday, May 23, 2018.

The advertising agreement with KIOS has been renewed, which provides advertising during the morning commute.

Ms. Spence stated that there are some questions related to the Omaha Children's Museum pass program that need to be cleared up before the Friends agree to underwrite the program. The Friends are hoping there is a way to increase their visibility to others if they agree to underwrite.

11. **Omaha Public Library Foundation** – Wendy Townley (Executive Director)

Wendy Townley, Executive Director of the Omaha Public Library Foundation, appeared and spoke. Ms. Townley stated that the Foundation is participating in Omaha Gives! as well.

Ms. Townley provided the Board with a PDF postcard of the Foundation's upcoming fundraiser in September. The special guest is author and Chef Amy Thielen. The Honorary Chair for the event has been secured as well, which is Chef Clayton Chapman of The Grey Plume. In addition to the fundraiser, the Foundation will do a free event with Amy Thielen the night prior to the fundraiser.

12. **Director's Report** – Laura Marlane (Executive Director)

Ms. Marlane stated that, along with the budget request, she will be speaking to the Mayor about the Library's e-rate application. The Library received \$14,000.00 less than what should have been received, and this is due to DOT.Comm and their network solution. DOT.Comm did not allow the network to go out to bid, and the Library had to change their application form. Ms. Marlane said she will be asking the Mayor to supplement funds to be able to pay DOT.Comm. The Library will be able to leave the Cox internet contract in 2020 and go to Network Nebraska-Education. Ms. Marlane plans to speak with DOT.Comm to get a firm date that the contract ends so she can begin speaking with Network Nebraska.

DOT.Comm is still working on the network upgrades. The project was supposed to be done in May, but now the end date is being pushed back to June.

The Stronger Together – Building Literacy-Rich Communities Symposium was the previous week, and it was a wonderful experience. There were participants in various roles from all across the United States who came to speak about school library and public library partnerships. Ms. Marlane stated that the symposium really gave the Library staff a sense of where to start first in regards to a partnership with Omaha Public Schools. She said that she would like to look into the collaborative purchasing of databases. Currently the Library and Omaha Public Schools are each paying the same full price for the same databases. Ms. Marlane would like to take this first step and be able to show the savings to others, and then continue using that momentum to take on more.

Craig Howell pulled together staff from various organizations to discuss the closure of the Literacy Center last month. Metropolitan Community College was able to take in 390 students that were left hanging from the closure, but there are still students who don't have access to classes right now. Mr. Howell has asked the United Way to conduct a community survey to see what other similar programs are available in Omaha and what gaps in service need to be filled. Once those questions are answered, Ms. Marlane stated that there will be another meeting to see what the various organizations can do to fill in those gaps. Kennedy thanked Ms. Marlane for her leadership at the meeting.

As Ms. Spence stated earlier, the Virginia Frank Memorial Writing Contest was held at the end of April. All of this year's award winning stories can be found on the Library's website. Ms. Marlane stated that all of the winners read their stories aloud and it was a fun event.

Wang asked Ms. Marlane what the vision for the partnership with the schools looks like. Ms. Marlane responded that she would like to see the Library and the schools on the same circulation system, which would make sharing much easier; a two-day turnaround time for materials; a delivery system that covered all 163 school libraries in Douglas County and all 16 public libraries in Douglas County; and collaborative purchasing. She stated that she sees the partnership at capacity in five to seven years. There has already been interest from the schools in turning over collections processing to the Library.

13. **Board President's Report** – Carol Wang (President)

A. Nominations for Board officers

Wang stated that she has a slate of nominations for Board officers that she will present to the Board. Voting for the nominations will take place at the next Board meeting on June 20th, 2018. The nominations are as follows:

- **President:** Carol Wang
- **Vice President:** Jesse Sullivan
- **Secretary-Treasurer:** Adrian Suarez-Delgado

If anyone wants to nominate themselves or someone else, they are to let Wang know as soon as possible. Otherwise, the Board will be voting on the previously-mentioned slate in June.

14. **Library Liaison Reports** – Library Trustees

None.

PUBLIC INPUT, COMMENTS, AND QUESTIONS

President Wang stated that any member of the public may address the Board on a topic of relevance to the Omaha Public Library, after identifying themselves by name and address for public record. Trustees may engage in questions and discussion of any topic presented, but any desired action will be placed on a future agenda.

15. **Input, Comments, and Questions**

President Wang opened the public comment period on Agenda Item 15.

No one spoke, and the public comment period was closed.

EXECUTIVE SESSION

The Board may recess and go into Executive Session for the purpose of discussing litigation, personnel issues, and/or any other matter allowed by law.

16. Personnel Issues – Executive Director’s Appraisal/Evaluation
A. Motion needed to go into Executive Session for the purpose of discussing personnel issues only.

MOTION by Creighton, SECOND by Lutz, to go into Executive Session at 5:34 P.M. for the purpose of discussing personnel issues only.

ROLL CALL:

Yeas: Lutz, Suarez-Delgado, Sullivan, Creighton, Davis, Frost, Kennedy, Wang

Nays: None

MOTION APPROVED 8-0

PRESIDENT WANG STATED THAT THE BOARD OF TRUSTEES IS GOING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES ONLY.

- B. Motion needed to come out of Executive Session.

MOTION by Lutz, SECOND by Sullivan, to come out of Executive Session at 6:01 P.M.

ROLL CALL:

Yeas: Lutz, Suarez-Delgado, Sullivan, Creighton, Davis, Frost, Kennedy, Wang

Nays: None

MOTION APPROVED 8-0

PRESIDENT WANG STATED THAT WHILE IN EXECUTIVE SESSION, THE BOARD OF TRUSTEES DISCUSSED PERSONNEL ISSUES ONLY.

ADJOURNMENT

MOTION by Lutz, SECOND by Sullivan, that the meeting of the Omaha Public Library Board of Trustees be adjourned.

ROLL CALL:

Yeas: Lutz, Suarez-Delgado, Sullivan, Creighton, Davis, Frost, Kennedy, Wang

Nays: None

MOTION APPROVED 8-0

MEETING ADJOURNED AT 6:01 P.M.

Jenna L. Garcia, Recording Secretary

Acting Secretary