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

Wednesday, June 20, 2018 @ 5:00 P.M.  
Saddlebrook Branch Library – 14850 Laurel Avenue



**CALL TO ORDER**

The Omaha Public Library Board of Trustees met on Wednesday, June 20, 2018 at the Saddlebrook Branch Library, 14850 Laurel Avenue (Omaha). President Wang called the meeting to order at 5:06 P.M.

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

**PRESENT:** Jesse Sullivan  
Caitlin Davis, Secretary-Treasurer  
Michele Frost  
Mike Kennedy  
Keegan Korf  
Keith Lutz  
Carol Wang, President  
Laura Marlane, Executive Director, Omaha Public Library (Non-voting)

**ABSENT:** Adrian Suarez-Delgado

**ABSENT ENTIRE MEETING:** Cecelia Creighton

**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 June 13, 2018.

President Wang welcomed the newest member of the Board, Keegan Korf.

**BRANCH REPORT**

3. [Saddlebrook Branch Library](#) – Lori Nelson (Branch Manager)

Lori Nelson, Branch Manager of the Saddlebrook Branch Library, appeared and spoke. She discussed current happenings at the Branch, including how the RFID technology is being used.

## **INFORMATIONAL REPORT**

### 4. Mike Oestmann (Contract Administration Manager – Facilities Management, Public Works Department)

Mike Oestmann, Contract Administration Manager – Facilities Management of the Public Works Department, appeared and spoke. He stated that he and his team have over 100 facilities that they maintain throughout the City of Omaha. In regards to building a new City facility, Mr. Oestmann said the first step is to pick the piece of land, or property, that will be used, and acquire that piece of land. The second step is ensuring that funding is available and that the funding has been approved. The next step includes hiring an architect. Mr. Oestmann said that the City will prepare a Request for Proposal (RFP), which is public and available for any architect to review and complete. The RFP is available for approximately four weeks. Once the RFP is closed, a Selection Committee will read every proposal submitted and grade them on a matrix. The top three firms, based on the grading from the matrix, will be invited to come in for interviews. The Selection Committee will then interview those top three firms and grade each firm on another matrix. Once the grading is completed, the scores from each matrix are added together and a winning firm selected. Once the firm is selected, Mr. Oestmann will negotiate a fee structure with them, going over all of the details of the project. A Professional Services Agreement is developed once the fee structure and scope are finalized. The final Agreement is sent to the City Council for approval. After approval, the design phase can begin.

## **TRUSTEE SUAREZ-DELGADO ENTERS THE MEETING AT 5:18 P.M.**

Once the design phase is done and the construction documents are completed, they will be publicized and available to the public for bidding. After the bidding period has closed and the contractor selected, a contract will be written between the City and the chosen general contractor. The contract will need approval by the City Council, and, after approval, the construction phase can begin.

Mr. Oestmann stated that he can, or will, keep the Board updated on the status of the project throughout the entire development process, even on a monthly basis at the Board meetings. The CIP has this project down for 2020, but Mr. Oestmann stated that he and other City officials would have to discuss if the RFP process could begin in 2019. Possibly six months worth of work could be completed in 2019. The whole process can take anywhere from two to two and a half years to complete. A further timeline breakdown shows:

- The RFP process easily takes three to four months.
- Developing the drawings and specifications is a five to seven month process.
- Bidding typically takes five weeks.
- Contract approval through the City Council takes about four weeks.
- Construction can take anywhere from 12 to 16 months, depending on the time of year.

## **ACTION ITEMS**

President Wang stated that any person who has been invited to speak or has requested 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. The President, or presiding officer, may use reasonable discretion to limit or extend a speaker's time to avoid redundancy, to assure a thorough public discussion on matters before the Board, and to end discussion.

## **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.

5. **[Approval of minutes – May 16, 2018](#)**

6. **[Approval of nominations of Board officers](#)**

President Wang opened the public comment period on Agenda Items 5 and 6.

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

**MOTION by Kennedy, SECOND by Lutz, that Agenda Items 5 (Approval of minutes – May 16, 2018) and 6 (Approval of nominations of Board officers) be approved.**

ROLL CALL:

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

Nays: None

**MOTION APPROVED 8-0**

## **RESOLUTIONS**

Public comment and Board approval is today.

7. **[Approval of Interlocal Agreement between the City of Omaha, the Trustees, and Douglas County](#)**

President Wang opened the public comment period on Agenda Item 7.

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

Michelle Peters, Deputy City Attorney, appeared and spoke. She said that this new Interlocal Agreement is the same as the last Agreement approved in 2011, using the same funding calculations and covering a seven year period. Ms. Peters stated that the City attempted to increase the amount of funding paid to the City by Douglas County and its residents, but to no avail.

**MOTION by Kennedy, SECOND by Davis, that Agenda Item 7 (Approval of Interlocal Agreement between the City of Omaha, the Trustees, and Douglas County) be approved.**

ROLL CALL:

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

Nays: None

**MOTION APPROVED 8-0**

8. **[Approval of revised Circulation Policy](#)**

President Wang opened the public comment period on Agenda Item 8.

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

Megan Klein-Hewett, Borrower Services Manager, appeared and spoke. She highlighted the key changes to the proposed revised Circulation Policy.

**MOTION by Kennedy, SECOND by Lutz, that Agenda Item 8 (Approval of revised Circulation Policy) be approved.**

ROLL CALL:

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

Nays: None

**MOTION APPROVED 8-0**

9. **Approval of revised Library Card Policy**

President Wang opened the public comment period on Agenda Item 9.

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

Ms. Klein-Hewett again appeared and spoke, emphasizing major changes to the proposed revised Library Card Policy.

**MOTION by Kennedy, SECOND by Sullivan, that Agenda Item 9 (Approval of revised Library Card Policy) be approved.**

ROLL CALL:

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

Nays: None

**MOTION APPROVED 8-0**

**STANDING COMMITTEE REPORTS**

10. **Finance Committee** (Suarez-Delgado [Chair], Sullivan, Korf)

None.

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

Kennedy stated that he attended the Riverfront Revitalization Project public meeting on Tuesday, June 12th at the Gallup campus. There may be an opportunity for the downtown Library to move to a different site (one block east), or stay where it is at. Because of everything going on, Kennedy would like to have the Facilities Committee meet as a Committee of the Whole, to include the entire Board, at the next meeting. He would like if someone from Heritage Services would attend the next meeting to give the Board a brief presentation about the Project. Then the Board can provide input on their goals and vision, as well as receive a timeline from Heritage Services. Currently the CIP provides funds for two new libraries; however, depending on what transpires with the Riverfront Revitalization Project, there may be a need for three new libraries. An additional advantage of meeting as a Committee of the Whole includes the fact that everyone will be receiving the information on the Project, and the same information, not just an individual or two getting all of the information.

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

Frost stated that the Committee received the input from the Board regarding the evaluation of the Executive Director. They're waiting for some input from the Mayor's Office as well. Wang will present the results at a future meeting.

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## **REPORTS**



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

None.

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

Wendy Townley, Executive Director of the Omaha Public Library Foundation, appeared and spoke. She stated that the Foundation raised just under \$21,000.00 for Omaha Gives.

The Foundation's Annual Fundraiser is coming up in a few months. The Honorary Chair for the event is Chef Clayton Chapman with The Grey Plume, with the special guest being author and Chef Amy Thielen.

The 1877 Society – young professionals group – is hosting two film vs. book fundraisers this year. The next event is being held at Aksarben Cinema in July, where the attendees will debate whether DC or Marvel superheroes are superior.

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

Ms. Marlane stated that the week three figures for the Summer Reading Program are out, and 27,663 individuals signed up thus far, which surpasses the total number registered for the Summer Reading Program in 2015.

Jason Goossen, IT Services Manager, was able to convince DOT.Comm to move forward with the Wi-Fi project now versus waiting until the Library received new equipment. Ms. Marlane added that it appears that the Library will be able to go to Network Nebraska in July.

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

None.

17. **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.

18. **Input, Comments, and Questions**

President Wang opened the public comment period on Agenda Item 18.

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

## **EXECUTIVE SESSION**

19. 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.

**ADJOURNMENT**

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

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

Nays: None

**MOTION APPROVED 8-0**

**MEETING ADJOURNED AT 6:07 P.M.**

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Jenna L. Garcia, Recording Secretary

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Adrian Suarez-Delgado, Secretary