

January 10, 2017

Minutes of the South Omaha Library Entity Board

Present: Arthur Rich, Chair
Rachel Steiner, Vice-Chair
Tracy McTavish-Mlady
Laura Marlane
Adrian Suarez-Delgado
Julie Langholdt

Absent: None

The meeting of the South Omaha Library Entity Board was held on Tuesday, January 10, 2017 at South Omaha Library, 2808 'Q' Street, Omaha, Nebraska. The board certifies publication notice of the meeting in the Daily Record, the official newspaper of the City of Omaha, on January 4, 2017.

Rich called the meeting to order at 4:00 p.m. Roll was taken.

Public Comment. None

Reports

Gate Count. Maring reported that December stats are not in yet. Overall stats show that gate count is down slightly. However, the gate counter did need serviced, so it is possible some people were not counted. Both Maring and Katz feel the library is as busy as ever.

Circulation. Maring reported the circulation has dropped, but attributes this to the security of headsets to the computers. A large portion of their circulation was checking out headsets. Most other libraries have the headsets attached the computers, now South is the same.

Facilities. Maring reported that OPD Sargent Wondra did a walkthrough of the building to help address security and emergency procedures and discuss action plans for an active shooter situation. Sargent Wondra has been doing this at all Omaha Public Library locations.

Katz reported that the boiler was repaired and the software for the security cameras has been updated. The bill for both projects is in the board's packet. Katz also reported that they have had two fire alarm incidents originating from the Men's bathroom. Neither incident involved smoke of any kind, the alarm is being looked at to ensure it is working properly.

Maring informed the board that this morning staff called MCC to re-treat the sidewalks and parking lot as they were still very icy. Before MCC arrived a woman fell and injured her elbow. Reports of this incident were filed with both MCC and the City of Omaha.

Staffing. Maring reported that OPL had lost three part-time employees, an Aide, Clerk and Specialist. Maring has already replaced the aide and clerk. The Clerk that left OPL joined MCC as a Library Assistant.

MCC Business Office. No report.

Future Meetings

Marlane informed the board that statistics will never be up to date at these meetings as the meeting is very early in the month and the stats aren't completed until around the 15th of the month. She wondered if this was important for the board, and if another time worked for anyone. Rich stated that the stats weren't important enough to move the meeting, and asked if this time worked for everyone. The board agreed to continue meeting at this time.

RFID Project

Marlane reported that Omaha Public Library will be moving to a Radio Frequency Identification system (RFID) to tag and track materials. RFID speeds up check out time greatly and provides better material tracking. The City has provided the Library with almost \$1 million in capital improvement funds for this project. A RFP is currently being worked on.

Marlane asked if MCC would be interested in having the South Omaha Library join this project. The total cost is still unknown, but should be around \$6,500. This would include tagging all their current materials, replacing the gates and one check out reader. This would also be good opportunity for MCC to test the RFID system, to know if they want to expand it to all campus libraries. If MCC isn't interested, hybrid gates can be purchased that do both.

Steiner pointed out that they would also need to consider the cost going forward of tagging all new materials added to the collection in the future. Katz stated that he currently adds barcodes, so this would only add one more step in the process, and South only adds about 1000 items a year.

Marlane stated that MCC had two options if they did want to be part of this project. The library could add South's collection to their RFP, and MCC could reimburse the City. MCC could also go with the same company the Library goes with, and pay them separately. Suarez-Delgado stated that, if one government funded organization does an RFP, it usually covers other government funded organizations too, but MCC should double check on that.

Rich stated this was something MCC is going to need to discuss. Marlane will send Rich more details as they become available. Rich asked for a timeline, Steiner stated this project wouldn't start until July at the very earliest.

Action Items

MOTION by McTavish-Mlady, seconded by Steiner, to approve the minutes from the July 7 meeting. Yeas: Langholdt, Marlane, McTavish-Mlady, Rich, Steiner, Suarez-Delgado. Nays: None. Motion carried 6-0.

MOTION by McTavish-Mlady, seconded by Langholdt, to adjourn the meeting of the South Omaha Library Entity Board at 4:21 p.m. Yeas: Langholdt, Marlane, McTavish-Mlady, Rich, Steiner, Suarez-Delgado. Nays: None. Motion carried 6-0.