

Wayne Public Library Board of Trustees  
Tuesday, September 16, 2014 / 5 p.m., Conference Room

MINUTES

CALL TO ORDER. The meeting was called to order at 5:05 pm.

ROLL CALL. Joel Ankeny, Dennis Lipp, Ellen Imdieke, and Spring Dahl were all in attendance. Lauran Lofgren, Library Director, also attended.

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the south wall of the Library/Senior Center Conference Room.

The Library Board may go into closed session to discuss certain agenda items to protect the public interest or to prevent the needless injury to the reputation of an individual and if such individual has not requested a public hearing.

APPROVAL OF MINUTES. Minutes were approved as submitted.

FINANCIAL REPORT. Lofgren reported that we would probably be under budget for personnel costs. Other expenses will be close to budget limits. A 10% downpayment on the new children's furniture was made out of capital projects monies.

DIRECTOR'S REPORT

- Statistics

	JUL14	AUG14	AUG13
Circulation	6731	4824	5103
Patrons	5596	4236	3917
Meeting Room	14	13	5
Reference ?s	149	155	178
Computer ?s	82	52	126
Phone Calls	311	309	327
OPACS	192	141	165
AWEs	749	587	476
Internet	1033	840	966
New Patron Cards	37	29	33
Items Added	173	159	151
Items Deleted	8	32	69

- Staff Activities
  - LKL and Ellen Imdieke attended city council budget meeting
  - Library staff completed inventory of library collection
  - LKL took a few vacation days
  - RMcLean and JOsnes manned the Welcome Back Business Expo at Wayne State College

- Library participated in the Random Acts of Kindness Day: put out postcards for people to send “I Appreciate You” notes to friends, teachers, etc.; accepted two donations. First paid off \$200 in book fines for randomly selected patrons and the second was a \$20 to pay the first \$1 in book fines as patrons came in. The second donation prompted people to leave money to “pay it forward,” and the \$20 double or tripled and lasted for about 2 weeks. We sent letters to the people whose fines were paid by the first anonymous donor and one of them came in and gave money to pay someone else’s fine.
- JOsnes held a back to school party
- The library was approached by Herman Chiropractic about sponsoring a program on chiropractic medicine. The board directed Lauran Lofgren to visit with them about developing a joint program with the other chiropractic offices in town before deciding if the library should pursue this program.

#### OLD BUSINESS

- Privacy policy and procedures. The board reviewed the privacy policy as rewritten after the July meeting with Amy Miller of the city attorney’s office. The new policy states that the library will abide by the Nebraska State Statute on this subject, and then restates the statute as part of the policy. The policy was approved unanimously. (moved Imdieke; seconded Lipp). The board then discussed the recommended procedures for implementing the new policy, asking that the director create an incident report form for staff interaction with law enforcement officials. Once this is created, the director will forward the form to the city attorney’s office prior to the October 7 in-service on the newly adopted privacy policy.

NEW BUSINESS – no new business

The meeting was adjourned at 5:25 pm.

Respectfully submitted

Lauran Lofgren  
Library Director