

Wayne Public Library Board of Trustees  
Tuesday, March 3, 2015 / 5 p.m., Conference Room

AGENDA

CALL TO ORDER - Vice President Dennis Lipp called the meeting to order at 5:05 pm.

ROLL CALL – Dennis Lipp, Ellen Imdieke, and Spring Dahl in attendance along with Lauran Lofgren, Library Director.

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 approved, moved S. Dahl, seconded E. Imdieke

FINANCIAL REPORT – LKL reported a \$300 donation from Ameritas to assist with the Santa Storytime expenses; claims included 2 months of Cleaning to a T charges (side note, beginning March 16 cleaning service will only do bathrooms and main hallway – library and senior center staff will do the rest); claims included Ancestry Library Edition annual license (side note, if usage continues to drop may not renew for 2016); cutting back on expenditures will begin immediately, staff and hours reduction begins May 4; financial report approved, moved S. Dahl, seconded E. Imdieke

DIRECTOR'S REPORT

- Statistics – door traffic and circulation was down some in February, although in-house use of materials and technology was up. Stilling running slightly ahead of YTD circulation over 2013-2014, and use of both the downloadable book and music services are increasing
- Activities
  - LKL attended the Wayne Library Foundation annual meeting
  - LKL met with LJohnson regarding budget issues
  - LKL met with Senior Center board and a representative of Experience Works regarding possibilities of EW participants helping out in our facility
  - Library hosted Mardi Gras with 50 participating throughout the day and 9 attending the craft time.
  - Annual report to the Nebraska Library Commission was submitted
  - Staff evaluations have been completed
  - Stakeholders have been invited to participate in strategic planning and all but 2 have responded in the affirmative

- JOSnes provided a program for the Senior Center on Nebraska flag and facts.
- JOSnes attended the Three Rivers Library System summer reading workshop in Norfolk
- RMcLean met with presenters for the Expand Your Horizon Severe Weather Awareness series.
- Library hosted a Chinese New Year's craft time with 7 participating.
- RMcLean met with the Library Book Club on February 24 to discuss the book Olive Kitteridge.
- Staff has begun a major shift of the adult fiction section in order to make room for an expanded large print section.
- Weeding is being carried out in all areas of the library with discards going to the Friends of the Library book sale in April. YA books being discarded due to lack of circulation are first being offered to the high school library as many of our items are in better condition. This is part of fulfilling our strategic plan goal of improved collaboration with the school system.
- Plans are being made for reduced staffing plus the short term addition of cleaning duties
- School survey was carried out at the high school and in the 5<sup>th</sup>-6<sup>th</sup> grades. Results are being tallied... there are some interesting suggestions that we will be sharing with you next month. The high school survey is also complete and the 7<sup>th</sup>-8<sup>th</sup> grade survey will be taken next week.

#### OLD BUSINESS

- Update on WSC Service learning mural
  - Work is progressing on gathering the information/facts to be shown on the mural and the history group hopes to get this to the graphic design group by early April. Project may be complete by end of April or early May. Installation may not happen before students leave for the summer so we are considering hosting a Chamber Coffee in late August or early September to officially acknowledge the project. Hoping the FOL/WLF/Trust&Agency account can contribute \$500 each to the cost plus a possible \$500 from the college – funds available to impact the scope of the project.
- Adjusted library budget proposal
  - Initial proposal for budget cuts was returned for additional work. LKL will meet with LJohnson on March 4 to discuss options. After discussion of patron impact, the board gave approval to move closing time to 8 pm instead of 8:30 pm beginning May 4. Board directed LKL to see if a library board/city council meeting would be possible.
- Board report on Trustees newsletter – postponed to April board meeting
- Strategic planning...Strength/Weakness/Opportunities/Challenges discussion

- LKL shared the list of stakeholders – Mike Barry, Irene Fletcher, Nancy Jo Powers, Mark Evetovich, Kim Endicott, Jeanne Brink, Deb Dickey, Charlene Rasmussen, Mytzy Kufner-Rodriguez
- SWOC analysis – board conducted an abbreviated analysis of library strengths and weaknesses in addition external opportunities and challenges. Staffing and the youth programs were highlighted as strengths; marketing and public relations stood out as weaknesses; opportunities included growing adult/senior programming, the willingness of local media to provide support, and chances to coordinate with other groups; challenges focused in on lack of awareness of library services among general population, lifestyle changes, tightening city/ state/federal budgets
- The same analysis will be conducted with library staff at their monthly meeting on Thursday, March 5.
- Results will be compiled and sent out to stakeholders, asking for a response by Friday, March 20

NEW BUSINESS – no new business

The board adjourned at 5:50 pm. Moved S.Dahl, seconded E.Imdieke

Submitted by Lauran Lofgren