

Wayne Public Library Board of Trustees
Tuesday, November 3, 2015 / 5 p.m., Conference Room
Includes information from September 2015

MINUTES

CALL TO ORDER - at 5:05 pm.

ROLL CALL – Board members attending: Joel Ankeny, Ellen Imdieke, Chris Costa, Marilyn Quance. Also attending: Library Director Lauran Lofgren.

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 - from September 1, 2015. No October 2015 meeting due to lack of quorum. Motion made to accept September minutes by Ellen and seconded by Joel. Motion passed.

FINANCIAL REPORT – Motion made by Marilyn to accept September budget, seconded by Ellen, motion passed. Motion made by Marilyn to accept October budget, seconded by Chris, motion passed

DIRECTOR'S REPORT

- Statistics
 - September, End of Year
 - October - Lauran made comment that usage is down from a year ago for each month.
- Activities
 - September
 - RMcLean and LKL met with Terri Remick of NECC regarding hosting of continuing ed classes
 - Volunteers continue to evolve, some have joined us and some have left. Work continues on volunteer manual
 - LKL attended quarterly consortium meeting in Norfolk
 - LKL met with City Administrator
 - Letters prepared and sent to Out of County residents and Daycare/Preschool providers regarding the changing fee policies taking effect 11/1/2015
 - LKL visited the Carroll Public Library and visited with their librarian Kay Inman on ways we could help
 - LKL taped brief radio interview for use in advertising Chamber Coffee and the new timeline

- Library hosted Chamber Coffee for approximately 50 people. Highlight was the unveiling of the History of the City of Wayne timeline located on the walls of the computer lab
- Fall children's programming began, including Saturday story time and Mother Goose on Wednesdays
- A Rainbow World class set up a schedule to visit the library one Tuesday morning a month for a special story time with Julie and an opportunity for the children to investigate the offerings of the children's room
- October
 - Early month was very busy with EOY reports and activities. Work will start on the annual state statistical report in November
 - JOsnes presented to two Early Childhood Education classes at Wayne State College
 - JOsnes attended a Grantwriting workshop hosted by RC&D. Said it was very worthwhile
 - BKesting has been working on getting the Wayne Herald files uploaded to the CivicPlus website in preparation of going live with Enterprise, our new catalog interface
 - LKL participated in a conference call with SIRSI discussing the upcoming move of our consortium database from server-based in Norfolk to cloud-based with SIRSI.
 - JOsnes worked with the Poetry Workshop at Wayne State College in a Poetry writing and performance service learning project.
 - Wayne Library Foundation purchased a portable microphone for the library and we used it for the first time at the Poetry Slam held as part of the service learning project.
 - LKL and JOsnes attended the Nebraska Library Association Fall Conference in Lincoln. During that time LKL attended the Three Rivers Library System meeting held at the Nebraska Library Commission.
 - The library conference room was used by Jason Karsky and a service learning group to record video histories of the Wayne Tornado from two years ago.
 - The library received several memorials for Dorothy Stevenson, a long time library employee. After consulting with Dorothy's daughter, plans are being developed to create a corner bench in the children's room called "Grandma's Corner."
 - 11 pumpkins were entered in our Decorate the Pumpkin contest held during October. We received entries from a business, a high school club, kids, and adults. A grand prize was awarded, as well as adult and youth winners. All participants received a candy treat for honorable mention.
 - The entire staff met Friday, October 23, for an in-service. Topics covered included fire safety with reps from the fire department; photocopier training from Marco; Training and practice on the new databases available from the NLC NebraskaAccess; a time of clarifying library policies

and procedures; and a discussion with Angie Biggs of Nebraska HHS on interacting with families using our facility as a place for supervised visitations.

- Tasks still not getting done or at least not being done in a timely fashion are sorting books for the book sale, bulletin boards, book repair, library cleaning. We have volunteers 3 days a week for shelving, a volunteer 2 days a week for shelf-reading. Our 1-hour a week dusting volunteer has left us due to health reasons.
- LKL made note that board has meet their continuing education requirements for the until 2017

OLD BUSINESS

- 2015-2016 budget update
 - In addition to the monies put back into the budget at the budget work session (\$5955 in temporary wages; \$1000 in youth book purchases; \$800 in telephone; and \$500 in staff continuing education), another \$4800 was restored to temporary wages during the budget public hearing at the September 15 council meeting.

NEW BUSINESS

- Request for AWE children's computers
 - JOsnes and LKL were planning on submitting an Excellence in Youth Programming grant request to the Nebraska Library Commission. The deadline we had was incorrect. We would like to pursue funding from other sources in order to replace the children's computers we purchased in 2010. The computers are currently on sale for \$2599 – a 17% discount. We currently have over \$5000 in the Trust & Agency account, plus \$450 in outside donations specifically for the computers. I would like to approach the Friends of the Library and the Wayne Library Foundation for the balance of the funds, approximately \$4000.
 - Motion was made by Marilyn, seconded by Ellen, motion passed for LKL to approach Friends of the Library and Foundation for them to contribute additional \$4000, for purchase of 3 AWE children's computers.
 - A 32" television has been donated to the library which will be used in the main lobby for announcements and scheduled events for both the library and the Senior center
- Outline for future board meetings during 2015-16 fiscal year
 - December – meet with Anneka Ramirez, administrator of the Three Rivers Library System for board in-service (Urge all board members attend)
 - January – Initial discussions on Technology Plan revisions
 - February – Continued discussion on Technology Plan revisions and Library Policy reviews
 - March – Finalize Technology Plan revisions and continue Library Policy reviews

- April – Continue Library Policy reviews
- May – Finalize Library Policy reviews and begin budget discussion
- June – Continue budget discussion
- July – Approve 2016-2017 budget request
- August – Set board meetings and library closings for 2016-2017 fiscal year and review library strategic plan
- September – wrap up any loose ends from planned (or unplanned) tasks

Meeting adjourned at 5:55 pm.