



Library Board

**Monday, December 21, 2020
Virtual**

AGENDA

1. Call to Order
This is a public meeting subject to the open meetings laws of the State of Nebraska. The requirements for an open meeting are posted on the wall in this room and anyone that wants to find out what those are is welcome to read through them. The Library Board may vote to go into Closed Session on any Agenda Item as allowed by State Law.
2. Roll Call & Introductions
Tanya Hansen, President
Maria Lopez, Vice President
Benjamin Boeselager, Secretary
Edward Meedel
Kelli Arens
Jaime Parr
Sara White
3. Public Participation
4. Approval of Minutes of November 30, 2020
5. Approval of Financial Reports
6. Approval of Bills Submitted - November 24, 2020 and December 8, 2020
7. Approval of Director's Report
8. Board Communications and Committee Reports

9. Next Meeting

10. Adjournment

Library Board

Monday, December 21, 2020

Regular Meeting

Item A1

Public Participation

This is an opportunity for individuals wishing to provide input on any of tonight's agenda items to reserve time to speak. Please come forward, state your name and address, and the Agenda topic on which you will be speaking.

Individuals may also request items for future library board meetings. If the issue can be handled administratively, notification will be provided. If the item is scheduled for a future meeting, notification of the date will be given.

Staff Contact:

Library Board

Monday, December 21, 2020

Regular Meeting

Item B1

Approval of Minutes of November 30, 2020

Staff Contact:

CITY OF GRAND ISLAND
GRAND ISLAND PUBLIC LIBRARY BOARD
OFFICIAL PROCEEDINGS
MINUTES OF REGULAR LIBRARY BOARD MEETING
November 30, 2020

Pursuant to due call and notice thereof, a Regular Meeting of the Library Board of the Grand Island Public Library was conducted on Monday, November 30, 2020. Notice appeared in the *Grand Island Independent* on November 28, 2020. A quorum present, President Tanya Hansen called the meeting to order at 4:30 p.m. The following members were present: Ed Meedel, Kelli Arens, and Sara White. Also present was Shaun and City Council Liaison Vaughn Minton.

Open Meetings Law Notice: Provided by President Tanya Hansen.

Public Participation: None

Approval of Minutes: Motion by Ed Meedel, seconded by Kelli Arens, carried unanimously to accept for filing the Minutes of the October 26, 2020 library board meeting.

REPORTS:

Approval of Financial Report: Motion by Ed Meedel, seconded by Sara White, carried unanimously to accept for filing the October 2020 Financial Reports.

Approval of Bills Submitted: Motion by Ed Meedel, seconded by Sara White, carried unanimously to accept for filing the October 27, 2020 and November 10, 2020 Bills Submitted.

Approval of Director's Report: Motion by Kelli Arens, seconded by Ed Meedel, carried unanimously to accept for filing the Director's Report.

Library Foundation/City Grant Agreement: The board was given a copy and Tanya Hansen made sure everyone understood the agreement. Motion by Ed Meedel, seconded by Kelli Arens, carried unanimously to accept for filing the Library Foundation/City Grant Agreement.

Library Director Recommendation: Tanya Hansen moved that the board go into Executive Session at 4:45 to discuss. Motion by Ed Meedel, seconded by Kelli Arens, carried unanimously to accept for filing to move into Executive Session. At 5:30 regular meeting resumed and a motion was put forth. Motion by Ed Meedel, seconded by Sara White, carried unanimously to accept for filing the Recommendation of Celine Swan as Library Director to go to the Mayor.

Next Meeting: This meeting will be Virtual on Monday, December 21, 2020 at 4:30 pm.

There being no other business the meeting was adjourned at 5:45 p.m.

Ben Boeselager, Secretary

Library Board

Monday, December 21, 2020

Regular Meeting

Item B2

Approval of Financial Reports

The reports of revenues and expenditures since the last board meeting are submitted as generated, subject to City Finance Department journal entry changes.

Staff Contact:

Library Board

Monday, December 21, 2020

Regular Meeting

Item B3

Approval of Bills Submitted - November 24, 2020 and December 8, 2020

The following bills were submitted by the Library Director in accordance with the Library Funds Policy since the last library board meeting.

Staff Contact:

Council Meeting
November 24, 2020

Schedule of Bills

112420

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Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
	85160	OTHER EMPLOYEE BENEFITS						
	0	10168 BANK OF AMERICA	TASC - Admin Fees	TXN00076707			7019	29.28
	85324	REPAIR & MAINT - BUILDING						
	0	10168 BANK OF AMERICA	ACE - Maintenance Supplies	TXN00076774			7019	5.10
	0	10168 BANK OF AMERICA	ACE - Maintenance Supplies	TXN00076761			7019	17.36
	0	10168 BANK OF AMERICA	BULBS.COM - Ballast	TXN00076860			7019	119.94
	0	10168 BANK OF AMERICA	ENERGY AVENUE - Maintenance	TXN00076932			7019	299.22
	0	10168 BANK OF AMERICA	FLAGSTORE - Nebraska Flags	TXN00076924			7019	201.65
	0	10168 BANK OF AMERICA	GREENWORKS - Maintenance	TXN00076832			7019	592.00
	0	10168 BANK OF AMERICA	HONEYWELL - CREDIT	TXN00077067			7019	(1,104.45)
	85330	REPAIR & MAINT - OFF FURN & EQ						
	0	10168 BANK OF AMERICA	CAPITAL BUS - Contract Chrg	TXN00076978			7019	118.45
	0	10168 BANK OF AMERICA	EAKES - Contract Charge 7/1/20	TXN00076938			7019	192.10
	85413	POSTAGE						
	1	344 MIDWEST CONNECT LLC	POSTAGE	GI11 10/31/20			0	186.25
	85416	ADVERTISING						
	1	214 BH MEDIA GROUP INC	LEGAL AD	10040440 - OCT 2020			0	13.78
	85422	DUES & SUBSCRIPTIONS						
	1	3767 OCLC ONLINE COMPUTER LIBRARY	NOV 2020 CATALOG/METADATA SUBSCRIPTION	1000081301			0	2,172.00
	85425	BOOKS						
	0	10168 BANK OF AMERICA	WALMART - DVD'S	TXN00076828			7019	39.94
	85426	AV/ELECTRONIC MEDIA						
	1	562 MIDWEST TAPE	AUDIOBOOKS & DVD'S & PLAYAWAYS	99573730	10326		0	518.33
	1	562 MIDWEST TAPE	OCT 2020 HOOPLA	99579352	10326		0	4,256.81
	85427	PERIODICALS						
	0	10168 BANK OF AMERICA	WORLD HERALD-Newspaper Subscri	TXN00076672			7019	153.40
	85428	TRAVEL & TRAINING						
	0	10168 BANK OF AMERICA	LIBRARYWORKS - Webinar	TXN00076171			7019	175.00
	0	10168 BANK OF AMERICA	WALMART - DVD'S	TXN00076828			7019	49.96
	0	10168 BANK OF AMERICA	WHENTOWORK - Webinar	TXN00075592			7019	200.00

Council Meeting
November 24, 2020

Schedule of Bills

112420

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Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
10044301		LIBRARY						
	85490	OTHER EXPENDITURES						
	1	8792 CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2020 OCT 6614			7006	55.77
	85505	OFFICE SUPPLIES						
	0	10168 BANK OF AMERICA	DEMCO - Processing Supplies	TXN00076961			7019	511.28
	0	10168 BANK OF AMERICA	HOBBY LOBBY - Supplies	TXN00076845			7019	27.17
	0	10168 BANK OF AMERICA	MICROFILM IMAGING - Toner	TXN00076971			7019	248.41
	0	10168 BANK OF AMERICA	UTLINE - Processing Supplies	TXN00076941			7019	62.29
	0	10168 BANK OF AMERICA	WALMART - Supplies	TXN00076930			7019	104.79
	85515	GASOLINE						
	1	83 CITY OF GRAND ISLAND-TREASURI	OCT 2020 REPAIR SHOP BILL	LIBR 2020-10			0	38.68
10044301 Org Total							9,284.51	

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Schedule of Bills

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Org	Object	Vendor Name/Number	Description	Invoice	PO #	WO#	Check #	Amount
29555001		OTHER DEPARTMENT PROJECTS						
	85041	PLANNING COMMISSION PLAQUE						
	0	10168 BANK OF AMERICA	LASER WORKS-PLAQUES/CommunityB	TXN00075947			7019	106.61
	85042	EDITH ABBOTT MEMORIAL LIBRARY						
	0	10168 BANK OF AMERICA	EL TAPATIO - Primetime	TXN00076831			7019	1.12
	0	10168 BANK OF AMERICA	EL TAPATIO - Primetime	TXN00076801			7019	110.88
	0	10168 BANK OF AMERICA	HYVEE - Primetime	TXN00076561			7019	103.74
	0	10168 BANK OF AMERICA	SAMS - Supplies	TXN00076807			7019	249.40
	0	10168 BANK OF AMERICA	WALMART - Supplies	TXN00076819			7019	164.33

29555001 Org Total 736.08

Prepared by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by: <i>Tanya Hansen</i>	Date <i>Dec 8, 2020</i>
Library Board President <i>Tanya Hansen</i>	
Authenticated by: <i>Benjamin E Boeselager</i>	Date <i>Dec 3, 2020</i>
Library Board Secretary <i>Benjamin E Boeselager</i>	

Council Meeting
December 08, 2020

Schedule of Bills

120820

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<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
10044301		LIBRARY						
85428		TRAVEL & TRAINING						
0	10168	BANK OF AMERICA	HAMPTON INN- INTERVIEW EXPENSE	TXN00077312			7036	96.00
85490		OTHER EXPENDITURES						
1	8792	CHASE PAYMENTECH LLC	CREDIT CARD USER FEE	2020NOV6614			7039	64.34
10044301 Org Total							160.34	

Council Meeting
December 08, 2020

Schedule of Bills

120820

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<u>Org</u>	<u>Object</u>	<u>Vendor</u> <u>Name/Number</u>	<u>Description</u>	<u>Invoice</u>	<u>PO #</u>	<u>WO#</u>	<u>Check #</u>	<u>Amount</u>
29555001		OTHER DEPARTMENT PROJECTS						
85042		EDITH ABBOTT MEMORIAL LIBRARY						
0	10168	BANK OF AMERICA	SUBWAY- Primetime Fall 2020	TXN00077298			7036	82.57
29555001 Org Total							82.57	

Prepared by

Nancy Broich

Library Funds Disbursement Voucher	
Approved by:	Tanya Hansen
Date	Dec 7, 2020
Library Board President	<i>Tanya Hansen</i>
Authenticated by:	Benjamin E Boeselager
Date	Dec 7, 2020
Library Board Secretary	<i>Benjamin E Boeselager</i>

Library Board

Monday, December 21, 2020

Regular Meeting

Item C1

Approval of Director's Report

The Director's Report typically consists of:

- 1) a monthly report of programs and activities, public use of meeting spaces, library media, and Librarians' Reports*
- 2) a quarterly Report of Household Library Cards Issued to Hall County Residents Outside of Grand Island provided in January, April, July and October of each year*
- 3) a quarterly statistical usage report provided in February, May, August and November of each year*
- 4) upon execution of agreement, regularly scheduled report of use of Grand Island Public Library Foundation library support funds*
- 5) upon publication, a Library newsletter*
- 6) and additional administrative items of note, either in the agenda packet or discussed at the meeting.*

Staff Contact:

Interim Library Director/Youth/Family Serv. Librarian

Name: Celine Swan

Date: Dec 2020

Since Last Report

Collection Development

- Ordered requests, winter picks, replacements, Golden Sower Awards 2021-2022

Scheduling

- All staff work 9:30-6 pm Monday-Friday and Saturday 9:30-1 pm. We have looked into what it would take to be open evenings, and we would need more staff to cover stations and do programs or change hours some days, recruit volunteers to cover the welcome desk.
- We had several staff out due to quarantines, illness, vacations, etc.

SOD/LOD/Staff Work

- Staff worked on cleaning and quarantining material rotations, virtual programming, extended due dates and waived fines. Working on getting materials back.
- Switching from Facebook to YouTube Library Channel-following copyright requirements
- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- November was Native American Heritage Month, Veteran's Day, Thanksgiving (staff celebrate Nat Nachos Day)
- Snow Much to Read campaign for all ages begins Nov 15 (stats on report for Nov 15-30)
- Winter Break Programming-ordering supplies, calendar setups, promotions
- Bilingual Training for Alessandra, Irasema, and Karla
- Preschool PrimeTimes Nov 7, 14, and 21
- Online Library Newsletter went live
- Promote Youtube GIPL Channel
- MST Meeting Nov 5
- Setup Jamie LaRue training for Library Board and Shaun and I, turned in CE credits
- Coordinated Cleaning of Foundation Room, Book Donation Room, Closets, Cleaning of the back area, getting out the self-checkout (Shaun), Put together storage for PrimeTimes and Foundation, Rearranged the New Books Area, added furniture to the Book Sales area
- Making Logo for Teens-Elle
- Library columns Nov 15 and 29
- Offered live Book Club combo with Zoom

Committee Work with Outside Agencies

- H3C work, met bi-monthly with core group of H3C Director, board, supervisors, ex. GIPS, Headstart, etc
- Met weekly on Zoom for City Dept. Director Meetings
- Met weekly on Zoom with Central Plains Library System and shared information, planning/ideas
- Work with United Way

- Partnered with Boy Scouts/Chad Nabity for Salvation Army/Thrivent Grant for nonperishables and \$500 for the Salvation Army

Around the Library Work

- Put out Christmas Displays
- Put up Quilt Display in Multicultural Area
- Ray/Brian Cleaning Windows
- Display with Altrusa for Veteran's Day/other library displays
- Had Dahlke Lawn Care do fall lawn work

Programs

- Provided virtual programs with Elle for Baby, Toddler, Preschool Storytimes
- Work with H3C-Children's 0-11 group bi-weekly and once a month whole group
- Working on two Spanish Storytimes for Dec/Jan
- LA2s working on Winter Break-Virtual Programs for all ages for Dec 21, 22, 23, 28, 29, and 30 (promos/Peachjar to schools, local schools)

Library Management/Interim Library Director

- Payroll/Budget/Bills
- Cares Act Grant-NLC ordered two laptops/software and allocating money for Overdrive and Hoopla towards the grant. Will need to turn in receipts to get \$13,070.
- Peter Kiewit Grant-spoke with them about revenues, communicated budget to Library Foundation-Leigh/Alan, worked with Island Glass for tinting, Vlcek Gardens, ordered microfilm reader, computer/monitor, laminator, washer/dryer from Ken's Appliance, O'Hare Plumbing and Heartland Elect installed.
- Worked with Leigh on the United Way Covid Grant that Carol Bryant from Foundation wrote for the library for \$2,000
- Met with maintenance on Fall/Winter projects
- Human resource situations
- Appraisals
- Met with MST/Shawn on future winter plans
- Opened Makerspace up 10/21 by appt. Wednesdays and Saturdays 9:30 am-12 pm.
- Updated Covid signage for mask mandate
- Monitoring patron numbers for entering library
- News releases, radio interviews
- Work with City IT (will clean IT room, recycle-put in a ticket)
- Pioneer System needed to be restored on 11/24/20-worked with technical support

Upcoming

Collection Development

- Order winter books, weeding lists projects, shelf reading

Scheduling

- Shaun has taken over library scheduling and new library will assist him.

Renovation-Library work

- Ray and Brian cleaned the glass windows outside
- Will get seating from offsite and install
- United Way grant Reach TV
- Go to offside storage and see if anything needs to be removed

- Holiday Books, displays

Programs/Committee Work

- Winter Snow Much to READ Campaign for all ages, promotions and drawing for prizes
- Newsletter for next month work
- Virtual break for Irasema/staff to work and plan programs, get new librarian trained-Elle on maternity break end of January for 3 months
- Virtual Bear Fair planning with preschools: Early Learning Center, Headstarts

Library Management

- Setup 295 fund with Brian, Nancy B for the \$15,000 from the Library Foundation
- Working with Brian, Nancy, Pioneer Group on the transfer of the Pioneer money to Holdrege Library
- Evaluating ILS software with staff committee, & rubric-Finance recommends every 5 yrs.
- Worked on Peter Kiewit Grant projects-finished window tinting, setting up Microfilm reader, CPU/monitor, Vlcek gardens did work, washer/dryer combo put in.
- Turned in Cares Act NLC grant receipts, need to do report after using laptops, etc.
- Worked with Leigh on \$1,500 Sheldon Art Show (sponsored by Kim Dinsdale/Foundation) for January, Shaun sent news release
- Worked with Leigh on United Way Grant for \$2,000 for Covid that Carol Bryant from the Foundation wrote for the library
- Training for the Hall County Community Collaborative Board starting in January 2021
- Attended the Nebraska Library Commission Library Survey Training
- Meet with Davis
- Promotional Materials for databases to Central Community College and Literacy Council
- Received 20 PrimeTime bags for families that could not attend elementary age PrimeTime full of books and goodies through Humanities Nebraska
- Payroll/Budget/Bills
- Safety Training

Library Director

- Received a nice letter and some cleaning supplies from the Hall County Election Commissioner-Tracy Overstreet
- Nebraska Library Commission has extended expiration for Public Library Accreditation by one year. GIPL Gold Level and expires 12/31/2023, Library Board Accreditation also extended
- Partnering with the United Way on REACH screen kiosk –library is receiving 55” tv
- Youth and Family Services Librarian position was posted for Librarian I or II
- Interviews will be set up
- Appraisals reviews will divide up amongst the Librarians
- Getting volunteers for the Welcome Desk
- Working with Leigh providing feedback volunteer/donation policy, and working on Peter Kiewit projects and dispensing of money from the Foundation to the Library
- Planning for spring break and summer programming

Adult & Technical Service Librarian's Monthly Report

Name: Shaun Klee

Date: Dec 2020

Since Last Report

Collection Development/Maintenance

- Continuing Weeding Large Print
- Continuing Catalog/MARC cleanup project
 - Superfluous/duplicate subject headings
 - Authority cleanup
- FASTFLIX – cataloging & processing (requires detailed original cataloging and processing)

Circulation

- Lost items/overdues of items due before COVID closure
- Workroom cleanup
 - Organizing Reference work area
 - Old, out-dated reference materials weeded
 - Cataloging reference items (city directories, yearbooks, etc)

Technology

- Biblionation (formerly Koha) upgrade
 - Continuing to work out bugs and issues with system
 - Acquisitions and notifications modules still have many errors
- Overdrive/RBDigital Magazine merger to happen in January
- New Microfilm reader setup

Upcoming

Collection Development/Maintenance

- Ordering Books, AV, Digital content
- Continuing Ed Course: MarcEdit

Circulation

- Circulation Manual Review

Technology

- Evaluating alternative ILS software

Staff Development/Training

- Youth & Family Services Librarian Recruiting



November	Weeks	FB Views	YouTube	Total Views
Baby & Toddler				
	3-Nov	4	13	17
	10-Nov	145	2	147
	17-Nov	127	5	132
	24-Nov	69	3	72
Wednesday Storytime				
	4-Nov	0 not posted on FB	4	4
	11-Nov	73	0	73
	18-Nov	0 not posted on FB	4	4
	25-Nov	0 not posted on FB	5	5
Teen/Tweens				
	7-Nov	0 not posted on FB	4	4
	21-Nov	84	2	86
Homeschoolers				
	16-Nov	0 not posted on FB	18	18

of programs =11

Total views = 562

[illegible]

Library Board

Monday, December 21, 2020

Regular Meeting

Item D1

Board Communications and Committee Reports

This item allows for the introduction and discussion of board communications and committee reports. Included are items of discussion and communication with the City Council liaison to the Library Board. Items requiring approval must also be indicated in Consideration of Unfinished Business or Consideration of New Business.

Staff Contact: