

# **MEETING OF THE LIBRARY ADVISORY BOARD CITY OF LA VISTA**

## **MINUTES OF MEETING September 12, 2019**

Members Present:      Rose Barcal                      Huyen-Yen Hoang                      Valerie Russell  
                                 Carol Westlund

Member Absent:        Connie Novacek                      Kim Schmit-Pokorny

### Agenda Item #1: Call to Order

The meeting was called to order at 5:40 p.m.

### Agenda Item #2: Announcement of Location of Posted Open Meetings Act

An announcement was made of the location of the posted copy of the Open Meetings Act for public reference.

### Agenda Item #3: Introductions

There were no introductions made.

### Agenda Item #4: Approval of Minutes of May 9, 2019 Meeting

It was moved by Westlund and seconded by Hoang that the May 9, 2019 minutes be accepted as presented. Board members voting aye: Hoang, Russell, and Westlund. Nays: none. Abstain: none. Absent: Novacek and Schmit-Pokorny. Motion carried.

### Agenda Item #5: Library Director's Report

- a. Programs: highlights of programming were given including the children's Very Hungry Caterpillar Scavenger Hunt, the Teen Summer Reading Program volunteer orientation, and the small business community meeting.
- b. Employee updates included Jean Hurst's 40-year anniversary with the library.
- c. Library Meetings were reviewed including the city's Taste of La Vista event on July 27<sup>th</sup>, the Sarpy +1 joint library event of Mr. Gill on August 23<sup>rd</sup> and 24<sup>th</sup>.
- d. General Library Information included the jump in donations in the last four months.

### Agenda Item #6: Circulation Report

Barcal distributed the circulation report.

### Agenda Item #7: Old Business

- a. Grants
  - i. American Library Association/Dollar General Literacy Foundation: American Dream Literacy Initiative. Four laptops have been purchased and software is being loaded. GED Graduation was June 1<sup>st</sup> at the city's Community Center.
  - ii. Nebraska Library Commission: Library Innovation Studios. La Vista Public Library was named as a recipient of the Library Innovation Studios. The library will now host the 15 different stations March through August of 2020. Stations include a CNC router, laser cutter, vinyl cutter, heat press, and embroidery/sewing machine. Kits include a camera/video green screen, audio and music, Arduino & Sparkfun starter

- kit, Lego Mindstorms, button maker, soldering kit, laminator, and a Makey Makey kit. There will also be an iron & steamer, glue gun, label maker, metal punch, and a CorelDraw laptop.
- iii. WGF Inc.: Coding and Robotics. This grant was awarded at \$500. Sessions began in July.
  - iv. Midlands Community Foundation: Golf Committee: Summer Reading Program. Books have been purchased to literacy to distribute to the community.
  - b. Department Plan Development Strategy: update. The department plan has been finalized and was distributed to the board.
  - c. LED Lights: update. The installation of the LED lights is complete. The lights on either side of the fireplace were replaced with the LED bar lights. The library's utility bill will be monitored to see if there are any cost savings.
  - d. Summer Reading 2019. The summer reading sessions were reviewed including the bookmarks: children had 391 submit the first bookmark and a total of 1,087 bookmarks; teens had 253 submit the first bookmark and a total of 721 bookmarks; and adults had 206 submit the first bookmark and 586 total bookmarks submitted.
  - e. Policy Review: Library Innovation Studios. It was moved by Westlund and seconded by Russell that the policy for the Library Innovation Studios be accepted as presented. Board members voting aye: Hoang, Russell, and Westlund. Nays: none. Abstain: none. Absent: Novacek and Schmit-Pokorny. Motion carried.
  - f. Library Innovation Studio: Release of Liability. It was moved by Russell and seconded by Hoang that the Release of Liability for the Library Innovation Studios be accepted as presented. Board members voting aye: Hoang, Russell, and Westlund. Nays: none. Abstain: none. Absent: Novacek and Schmit-Pokorny. Motion carried.

#### Agenda Item #8: New Business

- a. 2019 State Aid Award. A letter was received dated May 15, 2019 from the Nebraska Library Commission stating the library has met the standards of service described in the Public Library Accreditation Guidelines. The library was awarded state aid in the amount of \$2,394. The money was used for the promotion of literacy during Salute to Summer, Jim Gill in August, and calculators for the GED program.
- b. Parking Lot. A portion of the parking lot, north and northeast, was replaced. There was a delay due to the rain. The project was completed the end of August.
- c. Author Event. Last year, the Sarpy County public libraries brought author Craig Johnson to the area for community. This year, a family event was held on Friday night with Jim Gill and 155 in attendance. On Saturday, Mr. Gill gave a workshop for 32 librarians and day care personnel. This year, Ralston's public library also participated.
- d. End of Budget Year. The end of year library budget numbers will be gathered, and the state report began.
- e. Library Accreditation. Questions were submitted to the Nebraska Library Commission concerning policies. The library's accreditation application will be submitted once the Commission has responded.
- f. UNO Practicum Student. A UNO student began her practicum in August and the 60 hours need to be completed by December 1<sup>st</sup>. The student is shadowing staff.
- g. MCC Workstudy Students. One Metropolitan Community College workstudy student will be volunteering at the library this fall semester.
- h. Self-Checkout Machine. The self-checkout machine is up and running in the library. An open house was held on September 9<sup>th</sup> inviting patrons to try the machine. September is Library Card Month.
- i. Policy Review: Confidentiality. The policy was discussed. It was determined that there were no edits or changes to be made to the policy as this time.

- j. Policy Review: Staff Development. The policy was discussed. It was determined that there were no edits or changes to be made to the policy as this time.
- k. Policy Review: Volunteers. The policy was discussed. It was determined that there were no edits or changes to be made to the policy as this time.
- l. Continuing Education Activities: It was moved by Westlund and seconded by Hoang that the Board Self Evaluation online video from the American Library Association's United for Libraries: Short Takes for Trustees with Sally Gardner Reed be tabled. Board members voting aye: Hoang, Russell, and Westlund. Nays: none. Abstain: none. Absent: Novacek and Schmit-Pokorny. Motion carried.

Agenda Item #9: Comments from the Floor

There were no comments from the floor.

Agenda Item #10: Comments from the Board

Hoang commented about attending the Nebraska and Iowa Library Association's annual conference in October for continuing education for the board. Barcal will verify.

There was a motion by Russell and second by Westlund to adjourn the meeting at 6:28 p.m.

The next meeting is scheduled for November 14<sup>th</sup>, 2019 at 5:30 p.m. at the La Vista Public Library, Conference Room #142.