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

### MINUTES OF MEETING September 11, 2014

Members Present: Rose Barcal Huyen-Yen Hoang  
Valerie Russell Kim Schmit-Pokorny

Members Absent: Jill Frederick Carol Westlund

#### Agenda Item #1: Call to Order

The meeting was called to order at 5:32 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 July 10, 2014 Meeting

It was moved by Schmit-Pokorny and seconded by Hoang that the July 10, 2014 minutes be accepted as presented. Ayes: all. Nays: none. Motion carried.

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

- a. Programs: an overview of programs was given including the OPPD program on energy saving ideas.
- b. Employee updates were given. A practicum student began working at the library. She is from UNO and will be working 90 hours with staff.
- c. Library Meetings were reviewed including the Nebraska Library Leadership Institute Reunion, the Nebraska Library Association executive retreat in Lincoln and the new regional system's executive board.
- d. General Library Information included the Director attending facilitator training July 21<sup>st</sup> and 22<sup>nd</sup>.

#### Agenda Item #6: Circulation Report

Library Director Barcal distributed the circulation report for July and August. The reports were discussed and accepted.

#### Agenda Item #7: Old Business

- a. Current and future grants were reviewed.
  - i) Youth Grant for Excellence 2013 awarded for a 3D printer. The remainder of the materials has been received. All funds have been spent. Information concerning the printer continues to be learned. Future plans: classes for teens and adults.
  - ii) Created Equal: America's Civil Rights Struggle from Gilder Lehrman Institute of American History. The grant was awarded with a display in October 2015.
  - iii) Civil War 150: The 3 week exhibit at the Library will be held October 14<sup>th</sup> through November 3<sup>rd</sup>. The grant included \$1,000 for programming. Information is online.

Jan Bolte has received the City's Proclamation which will be read during the opening ceremony by the President of the City Council, Mike Crawford.

- iv) Nebraska Library Commission's Internship Grant. The library received \$1,000 to support an intern during the summer months. Jeremy continues to work five days a week: searching the catalog, assisting with the donated books and restocking the sale tables, and processing materials. All areas of the library have been reviewed with Jeremy including the budget process and the Nebraska Library Commission. A final report has been submitted to the Commission.
- b. Boards and Commissions Manual. Update. A Boards and Commission committee meeting has been scheduled.
- c. Behavioral Policy. It was moved by Schmit-Pokorny and seconded by Russell to accept the policy as amended. Ayes: all. Nays: none. Motion carried.
- d. Summer Programming
  - i. Children's Programming: 117 programs have occurred throughout the summer with 4,732 in attendance. These numbers are down slightly from last year: 12 less programs with 310 less attendance overall.
  - ii. Teen Programming: 66 programs have occurred throughout the summer with 1,566 in attendance. These numbers vary slightly from last year: 12 more programs with 7 less in attendance overall.
- e. Policy Review: Collection Development. It was moved by Russell and seconded by Schmit-Pokorny to accept the policy as written. Ayes: all. Nays: none. Motion carried.

Agenda Item #8: New Business

- a. Policy Review: Emergency. Discussion was held. Schmit-Pokorny requested this policy be posted publicly and electronically. There were minor edits. The policy will be brought back in November for approval.
- b. Policy Review: Finance. Discussion was held. There were some minor edits. The policy will be brought back in November for approval.
- c. FY2014 End of Year. The end of the fiscal year occurs September 30<sup>th</sup>. Purchase orders are being closed out. Statistics will be gathered for the state report.
- d. Amnesty Week. Amnesty Week was held August 17<sup>th</sup> through the 23<sup>rd</sup>. The library received 86 items for the local food pantry. This is more than double from the last amnesty event held.

Agenda Item #9: Comments from the Floor

There were no comments from the floor.

Agenda Item #10: Comments from the Board

There were no comments from the Board.

There was a motion by Russell and second by Hoang to adjourn the meeting at 6:10 p.m.

The next meeting is scheduled for November 13th, 2014 at 5:30 p.m. at the La Vista Public Library, Conference Room #142.