

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

**MINUTES OF MEETING
September 9, 2021**

Members Present: Rose Barcal Cindi Hearn Connie Novacek
Kim Schmit-Pokorny Carol Westlund

Members Absent: Huyen-Yen Hoang

Agenda Item #1: Call to Order

The meeting was called to order at 5:30 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

Cindi Hearn, the Library Board's newest member, was introduced.

Agenda Item #4: Approval of Minutes of July 8, 2021 Meeting

It was moved by Westlund and seconded by Schmit-Pokorny that the July 8, 2021 minutes be accepted with a date correction. Board members voting aye: Hearn, Novacek, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Hoang. Motion carried.

Agenda Item #5: Library Director's Report

- a. Programs: highlights of programming were given including the virtual sessions. There has been a change to how the state would like to see the program statistics. This includes identifying programs according to onsite, offsite, virtual live and virtual pre-recorded. The board indicated they would like to have these numbers included in the library board report as well.
- b. Employee updates included the addition of Linda Miner and Sydnee Racicot to the library team. Resignations were accepted from Emily Sutherland.
- c. Library Meetings were reviewed including the Condominium Board meeting with Metropolitan Community College. Virtual meetings were held with a representative from Transparent Language which offers reading and writing features that would benefit the library's GED program. Niche Academy offers online tutorials for several of the library's online resources.
- d. General Library Information included a possible donor and a letter of intent naming the library as a beneficiary.

Agenda Item #6: Circulation Report

Barcal distributed monthly circulation reports.

Agenda Item #7: Old Business

- a. Grants

- i. Nebraska Library Commission: Library Innovation Studios (LIS). The LIS intern position is complete. The La Vista Library will host a pre-conference for the annual Nebraska Library Association conference held in Omaha this year. Three library staff members will be assisting with the LIS conference in November in Lincoln.
- ii. CARES Act Grant Program: Complete.
- iii. Google: Teens' Tech Lab: the 3D printer is on order. The laptop and hotspots will be ordered next. Changes have already taken place in the city's Master Fee Ordinance.
- iv. Nebraska State Historical Society Foundation: Statewide Grants Program: Book Display. This was not funded but it was suggested to resubmit.
- v. USAC's Emergency Connectivity Fund. This was not submitted to limitations of fund use. Focus will shift to the funding through the Nebraska Library Commission as the library is eligible for \$8,472 in grant allocations under ARPA. Deadline for submittal is December 31, 2021.
- b. COVID-19 Update. The city has reinstated the mask mandate: all employees regardless of vaccination status are required to wear a mask.
- c. Department Plan Development Strategy. The plan is in the process of being updated.

Agenda Item #8: New Business

- a. New Policy: 3D Printer General Use. Barcal reported the new proposed policy is due to the Google Grant. Discussion was held. Concerning the 3D Printer Usage Agreement Form, an "an" will be added to the first line of the seventh bullet point so the statement reads, "...may not be reserved **an** hour before the library closes." In the final sentence of the Agreement, an "is" should be added so the statement reads, ..."and ensuring it **is** in good working condition...". It was moved by Schmit-Pokorny and seconded by Novacek that the 3D Printer General Use policy be accepted as edited. Board members voting aye: Hearn, Novacek, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Hoang. Motion carried.
- b. New Policy: iPad Lending. Barcal reported the new proposed policy is due to the Google Grant. Discussion was held. It was moved by Westlund and seconded by Hearn to accept the policy as presented. Board members voting aye: Hearn, Novacek, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Hoang. Motion carried.
- c. New Policy: Wi-Fi Hotspot Lending. Barcal reported the new proposed policy is due to the Google Grant. Discussion was held. Under "Lending Period", formatting will change to bulleted points. Under the "Wi-Fi Hotspot Patron Agreement Form", the last shaded bullet item should read ..."the replacement cost of the item(s) plus a \$5....". It was moved by Schmit-Pokorny and seconded by Westlund that the Wi-Fi Hotspot Lending policy be accepted as edited. Board members voting aye: Hearn, Novacek, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Hoang. Motion carried.
- d. Public Library Board Certification. Director Barcal received a letter from the Nebraska Library Commission dated August 25, 2021 stating that a new certificate was enclosed and "Congratulations for your dedication to continuous improvement of library service to your community." "The board as a whole must acquire 20 hours of continuing education credit during the next three years in order to renew again." Congratulations to the board on a job well done.
- e. State Report. The statistics will be compiled starting in October for the annual state report to be submitted to the state.
- f. Summer Reading. Summer reading spanned all of June and July. A report was distributed containing 324 readers for the Reading Challenge (birth through adult); age 0-6 counted books where 7,133 books were read; and age seven to adult counted 291,840 minutes were read or 4,864 hours.

g. 2021 State Aid Award. The library received \$2,466 in state aid, an increase of \$7 from last year.

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 Schmit-Pokorny and second by Westlund to adjourn the meeting at 6:43 p.m.

The next meeting is scheduled for November 11th, 2021 at 5:30 p.m. at the La Vista Public Library, Conference Room #138.