

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

## **MINUTES OF MEETING September 10, 2020**

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

Members Absent:      Connie Novacek

### Agenda Item #1: Call to Order

The meeting was called to order at 5:33 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 January 9, 2020 Meeting

It was moved by Westlund and seconded by Schmit-Pokorny that the January 9, 2020 minutes be accepted as presented. Board members voting aye: Hoang, Russell, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Novacek. Motion carried.

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

- a. Programs: highlights of programming were given including the Zoom storytimes for area schools, teens' online trivia, and the increase of blood drives at the library due to COVID-19.
- b. Employee updates included the addition of Wendy Allen to the library team. Resignations were accepted from Susan Johnson and Kenneth Turner.
- c. Library Meetings were reviewed including the online meetings with the Sarpy's and Ralston's public library directors.
- d. General Library Information included the replacement of the library's main bulletin board, the building's vending machines, and the water main break that occurred on August 8 on the east side of the building. The library closed for the remainder of the afternoon and reopened on the next day.

### Agenda Item #6: Circulation Report

Barcal distributed monthly circulation reports.

### Agenda Item #7: Old Business

- a. Grants
  - i. Nebraska Library Commission: Library Innovation Studios. The placement of kits and workstations has been placed on hold until COVID-19 restrictions have lessened.
- b. Active Duty Military Membership: discussion. Since January, Barcal has been working with city administration concerning placing the library board's request for military memberships

on the city council agenda. The item had been placed on the council agenda two times with the items being pulled both times. Additional information was requested by city administration. A draft of council policy statement: Policy, rules and Regulations for use of the Library, was submitted for review. Once this is placed on a city council agenda, the library board will be informed.

- c. Policy Review: Circulation. It was moved by Hoang and seconded by Westlund to accept the policy as presented. Board members voting aye: Hoang, Russell, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Novacek. Motion carried.
- d. Policy Review: Internet. It was moved by Schmit-Pokorny and seconded by Hoang to accept the policy as presented. Board members voting aye: Hoang, Russell, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Novacek. Motion carried.

#### Agenda Item #8: New Business

- a. COVID-19 Update.
  - i. The library closed to the public on March 16 with part-time employees furloughed per city administration.
  - ii. Curbside service started on May 18 with the approval of city hall and the return of six part-time staff members. Without the part-time assistance, curbside would not have been possible. Service was available Monday through Thursday from 10am to 7pm and Friday and Saturday from 10am to 4pm.
  - iii. The library reopened on July 13, resuming regular hours, seven days a week. All but two staff members were able to return to make this possible. There is no programming happening within the library. Virtual programs will continue until the end of the calendar year.
- b. Alex Kava Author Event Update: Due to the COVID-19 restrictions, this author event was cancelled.
- c. Policy Review: Personnel. The policy was discussed. It was determined that there were no edits or changes to be made to the policy as this time.
- d. Policy Review: Privacy. The policy was discussed. It was determined that there were no edits or changes to be made to the policy as this time.
- e. Policy Review: Unattended Children. The policy was discussed. It was determined that there were no edits or changes to be made to the policy as this time.
- f. New Grants:
  - i. Three Rivers Library System: CE
    - i. Ashley Wemhoff: \$640 was requested to attend the Young Adult Services Association conference in Memphis, TN from November 1-3, 2019. \$500 was awarded.
    - ii. Computers in Libraries conference: Jean Hurst. \$500 was awarded of the \$2,006 requested to attend the conference. This conference was cancelled due to COVID-19. The award was never received.
  - ii. 2020 Cares Act Grant Program. A request was submitted for \$6,761 for software and supplies due to COVID-19 as well as furniture for a workstation so staff could be separated versus sharing a workstation. The money was not awarded for the furniture, leaving \$4,761 awarded. A final report is due in 2021.
- g. Department Plan Development Strategy. A number of library staff met online with Tommy Prouhet, Assistant to the City Administrator, to update the library's department plan. When a draft of the plan is available, it will be shared with the board.
- h. State Report. The State Report was submitted. Mitch Beaumont is compiling the final report for the public.
- i. Budget: FY221 & FY22. The library requested a car for outreach and travel purposes. This request was not recommended. From the response of evening GED sessions, an evening

instructor was proposed. This was added to the budget. An administrative assistant was requested and moved to FY23. For FY22, a request for the expansion to a full-time teen librarian was accepted.

- j. Inventory Update. The final report for the inventory was distributed.
- k. Summer Reading 2020. As of June 16, the children aged 0-6 had 36 participants reading 863 books. Children aged 7+ read 55,395 minutes equaling 923 hours. Adults total summer participants reached 28. Complete children hours and participants will be reported at the next meeting.
- l. 2020 State Aid Award. This year's award was \$2,459.

Agenda Item #9: Comments from the Floor

There were no comments from the Floor.

Agenda Item #10: Comments from the Board

Westlund commended the library staff for the curbside service and efforts. Russell asked about the current status of the library's volunteers. Due to the increase concern of COVID-19 and the safety of the library volunteers as well as the library staff, volunteers will not be requested to return until the number of active cases have decreased significantly.

There was a motion by Westlund and second by Schmit-Pokorny to adjourn the meeting at 6:26 p.m.

The next meeting is scheduled for November 12<sup>th</sup>, 2020 at 5:30 p.m. at the La Vista Public Library, Conference Room #138.