

MEETING OF THE LIBRARY ADVISORY BOARD CITY OF LA VISTA

MINUTES OF MEETING July 10, 2025

Members Present: Rose Barcal Regina Belik Cindi Hearn
 Huyen-Yen Hoang Carol Westlund
Members Absent: Connie Novacek

Agenda Item #1: Call to Order

The meeting was called to order at 6:02 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.

Agenda Item #4: Approval of Minutes of May 8, 2025 Meeting

It was moved by Hoang and seconded by Hearn that the May 8, 2025 minutes be accepted as presented. Board members voting aye: Belik, Hearn, Hoang, and Westlund. Nays: none. Abstain: none. Absent: Novacek. Motion carried.

Agenda Item #5: Library Director's Report

- a. Library Programs: Monthly reports for March, April, May, and June were distributed. GED Graduation was June 14th at 2 p.m. at the Library. Five students graduated. City Administrator Rita Ramirez gave the commencement speech. Council Members Terrilyn Quick and Ron Sheehan were in attendance.
- b. Employee update: Anniversaries June through July: Lee Kernisky with 4 years; Sarah Shippy with 2 years; and Kimberly Spilker with 3 years for a total of 9 years of service.
- c. Library Meetings: Barcal met with metro area library directors in June.
- d. General Library Information: Metropolitan Community College updated the building's alarm system. Finance has been updating policies and procedures which have impacted the library's procedures.

Agenda Item #6: Circulation Report

Barcal distributed monthly circulation report for June. There has been an update to the circulation numbers to include the pass (Durham Museum, Fontenelle Forest, and Lauritzen Gardens) numbers.

Agenda Item #7: Business

- a. Policy Review: Confidentiality. The policy was reviewed. It was determined there were no edits or changes to be made to the policy.
- b. Policy Review: Staff Development. The policy was reviewed. The verbiage for "Assistant Library Director" should be updated to "Deputy Library Director". It was moved by Belik and seconded by Hoang that the Staff Development Policy be accepted with the mentioned edit.

Board members voting aye: Belik, Hearn, and Hoang, and Westlund. Nays: none. Abstain: none. Absent: Novacek. Motion carried.

- c. Nebraska Library Association: Library Board Memberships. Barcal distributed a membership form for the Nebraska Library Association for a Board member.
- d. University of Nebraska Omaha Intern. An intern will at the library for 60 hours between September 1st and November 20th.
- e. Summer Programming 2025. Programming is underway. Details for June's programming was itemized in the distributed report.
- f. Fiscal Year 2026 Budget. The budget workshop meeting with the city council will be July 14th at 6 p.m. The library will have the amendment of the library remodeling.
- g. Meeting Time of Library Board: Discussion. Library Board Member Novacek requested this discussion. It was moved by Hoang and seconded by Hearn that this item be tabled until next meeting. Board members voting aye: Belik, Hearn, Hoang, and Westlund. Nays: none. Abstain: none. Absent: Novacek. Motion carried.
- h. Library Space Utilization: Grant. Barcal will be working with Simple Grants on a grant for the library remodel. An application will be submitted in January of 2026.
- i. Creative Aging Arts Grant Program FY25 Proposal. Library staff member Cedate Shultz submitted a request on June 26 for this multiple week long program. Per the grant, an artist has already agreed to the program.
- j. Continuing Education Activities: (9.5 hours completed/need 10.5).
 - i. Webinar. The webinar entitled NCompass Live: Nebraska Open Meetings Act 2025 Overview and Update was viewed for fifteen minutes. Since the entire program has been viewed, continuing education will be submitted per the Nebraska Library Commission's updated requirements.

Agenda Item #9: Comments from the Floor

There were no comments from the floor.

Agenda Item #10: Comments from the Board

Board member Hearn commented that the La Vista Library does excellent at education, enlightenment, and personal growth for the community.

Agenda Item #11: Adjournment

There was a motion by Westlund and second by Belik to adjourn the meeting at 6:37 p.m.

The next meeting is scheduled for September 11th, 2025 at 6:00 p.m. in conference room #142 at the La Vista Public Library.

La Vista Public Library
Policy
Staff Professional Development

Purpose:

This policy establishes procedures to ensure the staff have opportunity and ability to seek professional development under the City of the La Vista policies.

The La Vista Public Library department and employees will follow regulations set forth and directed by the City Council for the City of La Vista, Nebraska. The Personnel Manual addresses "Employee & Personnel Development" in section 13.

This includes current practices for the preparation of the library budget, as set forth by the City Administrator, by the library director and/or the deputy library director.

Professional development is dependent on the budget available and/or the grants available to fund in part or in totality.

Utilization of grant funds from any source will be used in accordance with the requirements for receiving the funds unless no specific commitment was required. In such case, the expenditure of these funds will be decided by the library director and appropriate staff including the Finance Director and/or the Assistant City Administrator.

To maintain Library Accreditation requirements as set by the Nebraska Library Commission (NLC), Public Librarian Certification is required. From the NLC website:

"The Public Librarian Certification program

- Improves library service throughout the state.
- Motivates librarians to acquire, maintain, and develop skills through basic and continuing education.
- Provides guidelines for public library boards to use in selecting and retaining personnel.
- Recognizes public librarians who update their knowledge and skills on a continuing basis to provide better library service for the community.

To participate in the Public Librarian Certification program, you must enroll in the program.

Every program participant must fulfill the Basic Skills requirement and must earn 45 continuing education credits each three-year certification period."

Issued September 2015
Reviewed September 2019
Reviewed September 2022
Updated July 2025

La Vista Public Library
Policy
Confidentiality of Patron Records

As specified in Nebraska Statute 84-712.05, "The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:

10. Records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any library patron using the library's material or services;"

The La Vista Public Library strictly adheres to all sections of this Statute regarding the protection of the confidentiality of its users.

Issued August 2006
Reviewed March 2014
Reviewed September 2019
Reviewed September 2022
Reviewed July 2025