

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

**MINUTES OF MEETING  
September 10, 2015**

Members Present:      Rose Barcal                      Jill Frederick                      Huyen-Yen Hoang  
                                 Kim Schmit-Pokorny              Carol Westlund

Members Absent:      Valerie Russell

Guest:                      Jodi Norton

Agenda Item #1: Call to Order

The meeting was called to order at 5:35 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

Library Assistant Director, Jodi Norton was welcomed to the meeting.

Agenda Item #4: Approval of Minutes of July 9, 2015 Meeting

It was moved by Frederick and seconded by Hoang that the July 9, 2015 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 adult programming with books clubs, computer training, GED sessions, needlepoint classes, and the Fallen Heroes Exhibit which will be at library until the 17<sup>th</sup> of September.
- b. Employee updates were given. The summer intern left in August. An evening part-time employee turned in their resignation to take a full time position in Lincoln.
- c. Library Meetings were reviewed including the City's Leadership group for management.
- d. General Library Information included the new carpet by the library entrance.

Agenda Item #6: Circulation Report

Barcal distributed the circulation report as well as the monthly income report. The reports were discussed and accepted.

Agenda Item #7: Old Business

- a. Current and future grants were reviewed.
  - i) WCF Inc. Knights of Columbus. Jodi Norton submitted a grant for a snap circuit program for \$800. There has been no additional information so staff is assuming the grant was not awarded to the library.
  - ii) Created Equal: America's Civil Rights Struggle from Gilder Lehrman Institute of American History. The grant was awarded with four movies to be shown and a discussion held. A display will accompany the films in October 2015.

- b. City Comprehensive Plan Update. Barcal reported that neighborhood meetings are scheduled for September 23<sup>rd</sup> and 24<sup>th</sup> in the evenings at local school locations.
- c. Inventory 2015. At the last meeting, Schmit-Pokorny asked about the subjects that are missing. Subjects include finance and suicide.
- d. New Policy: Staff Development Policy: Barcal distributed an updated draft of the policy which is reflective of the City's Personnel Manual. At the last meeting, Schmit-Pokorny had also recommended to including accreditation standards set forth from the Nebraska Library Commission including continuing education requirements for staff. These changes were included in the new draft. It was moved by Westlund and seconded by Frederick that the policy be accepted as presented. Ayes: all. Nays: none. Motion carried.
- e. Summer Reading Programs
  - i) Children  
The Children session closed with 75 sessions and 4,287 attendees.
  - ii) Teen  
The Teen session has 42 sessions with 1,098 attendees.

#### Agenda Item #8: New Business

- a. Teen Programming Division Discussion: middle or tweens and high school students. Jodi Notron, Assistant Library Director and Children Services Librarian, reported on her findings of tween programming. It was her recommendation to have a tween program with two options concerning current staffing: 1) to have Teen Coordinator, Lindsey Tomsu, manage this program. Additional requirements would be flexibility with her current schedule. 2) to have Jen Goss, Norton's assistant, and Norton manage this program. Additional staffing would have to assist with processing which Goss is currently responsible for. Discussion was held including Tomsu have an assistant much like Goss is to Norton. Collaboration of all youth and children's activities was stressed so a child could move easily from one age group to the next. It was moved by Frederick and seconded by Hoang for staff to have an exploratory committee to look at adding tween and young professional groups. This would include a survey and exploring patron's preferences. Ayes: all. Nays: none. Motion carried.
- b. FY2016 Budget. Barcal shared the budget requests submitted for fiscal year 2016 including additional funding for the Civil Rights programming in October and November, adding the Rocket language database to be compared to the library's Mango language database, and replacing Zinio with Flipster for electronic magazines,
- c. End of FY2015. The library's purchase orders are being closed out. All purchase orders are closed at the end of the fiscal year to make way for the new fiscal year.
- d. Amnesty Week. Amnesty Week is being held from September 13<sup>th</sup> through the 19<sup>th</sup>. Canned food can be brought in lieu overdue fees. Food items will be taken to the local food pantry.

#### Agenda Item #9: Comments from the Floor

There were no comments from the floor.

#### Agenda Item #10: Comments from the Board

There was a reminder to include a fall/winter Amnesty to include coats and mittens along with food items in lieu of overdue fees.

There was a motion by Westlund and second by Hoang to adjourn the meeting at 6:25 p.m.

The next meeting is scheduled for November 12<sup>th</sup>, 2015 at 5:30 p.m. at the La Vista Public Library, Conference Room #142.