

**MEETING OF THE
LIBRARY BOARD OF THE CITY OF FALLS CITY, NEBRASKA
FALLS CITY LIBRARY & ARTS CENTER
FALLS CITY, NEBRASKA
APRIL 3, 2019 4:00 P.M.**

- 1. ROLL CALL:**
- 2. AGENDA APPROVAL:**
- 3. MINUTES: March 6, 2019**
- 4. CLAIMS & REVENUES:**
- 5. OLD BUSINESS:**
 - a. Technology Plan/ Computer Systems Upgrade/ Security System**
 - b. Nebraska Library Commission Community Needs Response/Strategic Plan Replacement/Accreditation**
 - c. Library Board Appointment**
 - d. Goals 2019**
 - e. Used book sale**
- 6. NEW BUSINESS:**
 - a. Library Schedule**
 - b. Librarians' report**
- 7. ADJOURNMENT**

Hope Schawang, Librarian

THE FALLS CITY LIBRARY & ARTS CENTER

1400 STONE STREET

FALLS CITY, NEBRASKA 68355

MARCH 6, 2019

A meeting of the Library Board of the City of Falls City, Nebraska, was held at the Falls City Library & Arts Center 1400 Stone Street, in said City on the 6th of March, 2019, at 4:00 P.M. Present were: Board Members: Allgood, Harris, Heckenlively, and recording secretary Librarian Schawang. Absent: Oliver. Notice of the meeting was given in advance thereof by posting in three public places, the designated method for posting as shown by the Certificate of Posting Notice attached to these minutes. Notice of this meeting was given to the President and Library Board of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the public.

AGENDA

A motion was made by Allgood and seconded by Harris to approve the agenda for March 6, 2018, meeting. Roll was called on this motion and the members voted as follows: “YEA” Allgood, Harris, Heckenlively. “NAY” None. Motion carried.

MINUTES

A motion was made by Harris and seconded by Allgood to approve the February 6, 2019, minutes. Roll was called on this motion and the members voted as follows: “YEA” Allgood, Harris, Heckenlively. “NAY” None. Motion carried.

CLAIMS & REVENUES

The February claims and revenues were reviewed and a motion was made by Allgood and seconded by Harris for approval. Roll was called on this motion and the members voted as follows: “YEA” Allgood, Harris, Heckenlively. “NAY” None. Motion carried.

TECHNOLOGY UPGRADE AND PLAN

The City’s Information Technology Consultant Brad Griffin has been working to upgrade the Library’s networks to the City’s new server, and working through updating and troubleshooting all public workstations, staff computers and catalog stations, and

boosting the WIFI. Also advising on technology replacement schedule, updating security, and future technology plans. The lab computers have a filter installed. Librarian Schawang reported these issues to City Administrator Jorn.

NEBRASKA LIBRARY COMMISSION

COMMUNITY NEEDS RESPONSE/ STRATEGIC PLAN

The Strategic Plan will be reviewed with Library Board and staff to introduce the Community Needs Response Plan for the Nebraska Library Commission's requirement for Accreditation due October 1, 2019.

LIBRARY BOARD APPOINTMENT/ELECTION OF OFFICERS

Mayor Bindle has appointed Kaylie Ractliffe to fill the vacancy of Charlie Bentley 2nd Ward Councilperson. Board Member Ractliffe has submitted a letter of resignation to President Heckenlively, attached. Discussion was held on the new appointment to the Board.

GOALS

Librarian Schawang reported working with staff on a list of goals to be accomplished by other sources such as Friends of the Library, the Library & Community Foundation of Richardson County, grant opportunities, and other sources. The list is being reviewed with library staff and a report is being prepared. Request to change Library hours May – September, to cover scheduling for staff vacations.

USED BOOK SALE

A document of 12 items was reviewed for withdrawal from the library collection. A motion was made by Allgood and seconded by Harris to remove these items from the collection and place them on the used book sale, proceeds to the Library Grant Fund. Roll was called on this motion and the members voted as follows: "YEA" Allgood, Harris, Heckenlively. "NAY" None. Motion carried.

LIBRARIAN'S REPORT

Monthly schedules and statistics were reviewed. Attached. Discussion was held on Police Department walks through the Library. Librarian Schawang will report to City Administrator Jorn and Chief Armbruster.

Board and staff Continuing Education Hours, attached.

Allie Bierman has been selected for the Lane Leadership Course, first class was February 19th. The class includes Trent Scheitel, Kaylie Ractliffe, Alex Keithley, Amber Holle, and Cassondra Goff.

Continuing Education Hours: Library Board 1.5 of 20, Hope Schawang 2.5 of 45, Kathy Kirkendall 11 of 45, Cate Larsen 2 of 45, Allie Bierman 71, Jensen Coonce 6 of 45.

Volunteer Schedule: There are two volunteers Monday – Thursday, one volunteer on Saturday, totaling 21 hours a week. Plus there are four students with community service.

Stalder Gallery: General Federated Women's Club Annual K-12 Student Exhibition February 19 – March 23, 2019. Sponsored by the Richardson County Arts & Humanities Council, Della Meyer, Ph.D. President, Christina Wertenberger, Curator.

Friends of the Library have organized by electing officers as follows:

Kaylie Ractliffe, President

Emily Thompson, Vice President

Elizabeth Williams, Secretary

Samantha Scheitel, Treasurer

Chris Caudle, Membership

Jennifer Bierman and Hannah Milam active members. Like them on Facebook! They are busy planning fundraisers and program events. Retiring President, Denise Daake, retiring Treasurer Nancy Kelley.

Junior Friends Group: Gabe Canonico, Kamden Sipple, Tyler Catlin, Jocelyn o'Grady, Luke and Cole Schawang are planning some fun programs for the young adult group, fundraisers, and volunteer hours spent on the younger students with mentoring and book displays.

The Food Bank of Lincoln will conduct a Public Forum for Community Needs regarding Hunger in Richardson County at the Library April 3, 2019

Grant opportunities: Wal Mart, Nebraska Library Commission.

Halbert and Dunn, Attorneys At Law notification of the library being listed in the Marjory L. Denkinger Estate. Books.

Discussion was held on Short Takes for Trustees: Ethics. A document for Board Members and staff was reviewed. Ethics Statement will be prepared for Trustees and staff.

The next meeting of the Library Board: Wednesday, April 3, 2019, at 4:00 P.M.

ADJOURNMENT

A motion was made by Allgood and seconded by Harris, to adjourn the meeting. Roll was called on this motion and the members voted as follows: “YEA” Allgood, Harris, Heckenlively. “NAY” None. Motion carried.

MEETING ADJOURNED

I the undersigned Library Director for the City of Falls City, Nebraska, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the President and the Library Board on March 6, 2019, that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting; kept continually current and available for public inspection at the office of the City Clerk; that such agenda items were sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting; that at least one copy of all reproducible material discussed at the meeting was available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided in advance notification of the time and place of said meeting ; and that a current copy of the Nebraska Open Meetings Act was available and accessible to members of the public, posted during such meeting in the room in which such meeting was held.

Hope Schawang, Librarian

Tim Heckenlively, President