

## SEWARD MEMORIAL LIBRARY BOARD MEETING

Wednesday, March 3, 2021 8AM

Board Members Present: Juanita Hill, Jerrald Pfabe (remote attendance), Nancy Lamberty, and Bob Dahms  
Absent: Stephanie Croston  
Also Becky Baker, Library Director

Notice of the meeting was given in advance by posting the notice of such meeting, with the agenda thereon, in the following places: City Hall, Seward Municipal Building, and the Seward Memorial Library. Notice of this meeting was simultaneously given to all members of the Library Board. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

### **1. CALL TO ORDER & RECOGNITION OF OPEN MEETINGS ACT AVAILABILITY**

The meeting was called to order at 8:00 a.m. by Chairman Juanita Hill, who highlighted the availability of the Open Meetings Act.

### **2. LIBRARIAN'S REPORT**

#### Programs:

In-person children's programs grow weekly as patrons become more comfortable with coming in. Wednesdays this month Pre-3 story time will take place in the morning and regular story time will take place in the afternoon. On Tuesdays and Thursdays activities are offered after school.

Adult book groups are transitioning to in-person only this month, as long as the risk dial stays in yellow. In addition, movies for adults are again being show, though the audiences for these are so far pretty small since there are no new movie releases available to show.

This month's book group choices:

Midday Mysteries: *Blessed be the Wicked* by D. A. Bartley

Best of NYT: *The Great Alone* by Kristin Hannah

Random Reads: *The Diary of an American Au Pair* by Marjorie Leet Ford

Staff is making plans for National Library Week in April and for Summer 2021, assuming in-person programming will be happening then. More information will be available next month.

#### Operations:

Personnel: Staff mourns the passing of part-time Library Clerk Bonnie Etzold. Current staff believes hours can be minimally covered until around May 1, when summer hours begin. The hiring process for this will begin in a few weeks. Our Assistant Library Director remains out on medical leave; current staff offers services as needed but isn't growing what we do, mainly due to lack of time.

HVAC: When the temperatures reached in the -30s, a damper in the HVAC froze open and caused some damage in the air exchange unit. Also, one of the injector pumps in the sewage pit in the lower level froze and broke open. This will need replaced. Invoices will be turned in to insurance, but a \$2,500 deductible for these kinds of damages exists so the budget will cover at least that much.

AV Upgrade in Main Level Conference Room: This project has been completed. Staff would like the Board to consider allowing the projectors to be used for personal events now that both rooms have built in systems. This would require a change in the Facilities Policy, unless you want to have a trial period for a few months first. After discussion, Lamberty moved to delete the restriction on personal use of projectors in B. 7. i. of the Facilities Policy. Dahms seconded the motion. Voting aye: Lamberty, Pfabe, Dahms, and Hill. Voting nay: None. Absent and not voting: Croston.

Digital Sign: The computer with the control panel that connects to our outdoor digital sign was recently swapped for a new computer, and all the files needed to edit the sign were not transferred as they should have been. Staff is working on getting this corrected.

Computer Lab: The Seward Library Foundation donated funds to pay for an outside computer tech person to work on the lab computers. Staff believes that most are now functioning, and as of yesterday they opened the lab to the public with no appointments needed. Staff will space the users of the lab as they come in and request hand sanitizer be used before and after using the public computers. Monitoring the devices will be ongoing, to make sure they are all working appropriately.

#### Statistics:

Circulation for February was down 2,346 from last year and was up 578 from last month. Overdrive numbers for February were not yet available but January figures were up from the previous month and last year as well.

Total collection now numbers 57,152.

Attendance for February was down from last year by 3,584 and up from last month by 1,370.

Computer use was down 150 from last year and up 44 from last month. Wireless use was up 4,227 from last year and up 734 from last month.

Window use was up 433 from last year and down 354 from last month. The library was open all days in February, except for one when rolling blackouts were a threat due to the bitterly cold weather.

### **3. ANNUAL POLICY REVIEW – Program, Gift, and Emergency**

After review by the Board, no changes were made in any of the three policies listed.

### **4. CONSENT ITEMS**

Dahms moved to approve the consent items. Lamberty seconded the motion. Voting aye: Lamberty, Pfabe, Dahms, and Hill. Voting nay: None. Absent and not voting: Croston.

Meeting adjourned at 8:19 a.m.

Respectfully submitted,  
Jerrald Pfabe, Acting Secretary