

## SEWARD MEMORIAL LIBRARY BOARD MEETING

Wednesday, May 5, 2021 8AM

Board Members Present: Juanita Hill, Jerrald Pfabe, Nancy Lamberty, Bob Dahms, and Stephanie Croston  
Absent: None  
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:

Information about summer programs will be distributed to all relevant schools in the next week. The summer kick-off party is scheduled for Saturday, May 22 from 10:00 a.m. – 1:00 p.m. The actual summer reading club will begin the following Monday and events are planned throughout June and July. The adult summer reading challenge against York will begin on June 5 to match their program.

This month's book group choices:

Middy Mysteries: *In the Belly of Jonah* by Sandra Brannan

Best of NYT: *Last Bus to Wisdom* by Ivan Doig

Random Reads: *The Prayer Box* by Lisa Wingate

The newly purchased Story Walk posts will potentially be installed next week along the walking trail, beginning at the garden area in the ball park area. Staff looks forward to using these to promote programs here and reading in general. Thanks go to the Friends of Seward Library and the Seward Library Foundation for this purchase.

A donor recently addressed staff about funding an ongoing diversity program. This would include an annual lecture as well as funds for Overdrive and print purchases. Staff is working on putting this together to hopefully begin this fall.

#### Operations:

Personnel: It is highly likely that Pam Walz will no longer be working here after her leave runs out next month. Baker is working with City Administrator Butcher to make sure the City is doing all we can for her. Baker is working on various job descriptions in light of this and other upcoming staff changes.

HVAC: These repairs are still not completed, though Baker has been making weekly contacts. This certainly needs to be wrapped up soon.

Elevator: This repair was completed in two (instead of three) days and appears to have done the trick. Baker has contacted but not yet heard back from the O'Keefe about another service plan that might do a better job of covering these kinds of repairs.

Library of Things: The library staff has decided to pull together many "things" to be housed in Meeting Room B in the lower level, taking advantage of a new feature from our library software company. Staff had hoped to be farther along in the process, but just haven't had enough time to do so. Once it is up and running with existing resources, staff will promote to the public and hopefully add to this collection.

Collection Spaces: The non-fiction relabeling has been completed and all the remains is a lot of book shifting and sign realignment. The junior fiction shelves are overflowing and Baker has contacted an architect from The Clark Enersen Partners about stopping in to brainstorm some ideas with staff, when they have a chance. This would be a more major project requiring funds from the Seward Library Foundation most likely.

#### Statistics:

Circulation for April was down 78 from last year and was down 543 from last month. Overdrive numbers for April were down a bit from the previous month's record numbers, but were similar to last year's figures.

Total collection now numbers 57,772.

Attendance for April was up from last year since we were closed to the public last year and up from last month by 122.

Computer use was up from last year, like attendance. It was down 9 from last month. Wireless use was down 24 from last year and down 237 from last month.

Window use was down 742 from last year and down 195 from last month. Last April the library was closed to the public the entire month so the window number makes sense.

### **3. 2021-22 BUDGET – Discussion and approval of draft to date**

Baker shared the City's budgeting schedule, the list of maintenance agreements, and the budget figures as far as she had them. Many of the figures are now arrived at by City Hall officials. The budget request includes sealing of the building for around \$4,000. No other "new" items were requested this year. Pfabe moved to approve the budget draft as presented. Dahms seconded the motion. Voting aye: Lamberty, Pfabe, Croston, Dahms, and Hill. Voting nay: None. Absent and not voting: None.

### **4. CONSENT ITEMS**

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

Meeting adjourned at 8:22 a.m.  
Respectfully submitted,  
Stephanie Croston, Secretary