

**PAPILLION PUBLIC LIBRARY
BOARD OF ADVISORS MEETING AGENDA
August 24, 2020
4:30 p.m.**

This meeting will be held in the North Meeting Room

**A quorum is necessary to conduct business.
Please call or e-mail the library if you are not able to attend.**

- A. Call to Order
 - 1. Roll Call
 - 2. Affidavit of Publication in the Papillion Times
 - 3. Public announcement that a current copy of the Open Meeting Act is posted in the meeting room

- B. Meeting Approval Items
 - 1. Approval of agenda*
 - 2. Approval of the minutes of the July 27, 2020, board meeting*

- C. Library Director's Report
 - 1. Correspondence and communications
 - 2. Financial report
 - a. Budget update
 - 3. Library Board report

- D. Agenda Items
 - 1. Old Business
 - a. Library response to COVID-19 (service adjustments and plans)
 - b. Election of Library Board Officers*
 - c. Completed Policy Manual and future updates process
 - 2. New Business
 - a. Strategic Plan Review

- E. Administrative Reports
 - 1. Committee reports
 - 2. Comments from Library Board
 - 3. Comments from the Friends of the Library/Library Foundation
 - 4. Comments from the City

- F. Closed Session: Litigation, Personnel Matter, and Negotiations (if applicable)

- G. Adjournment

*Action item

The next meeting will be on September 28, 2020, at 4:30 p.m.

Minutes of the Papillion Public Library Board of Advisors

Monday, July 27, 2020

The Board of Advisors of Papillion Public Library met in an open and public session at Sump Memorial Library on July 27, 2020, at 4:30 p.m.

- A. Call to order: The meeting was called to order by Library Board Vice Chairperson Steve Kryger 4:30 p.m.
1. Roll call:
Present were Board Members Erin Jones, Steve Kryger, Peggy Montgomery, Melissa Panko and Doug Rodgers. Also present were Library Director Matt Kovar, Assistant Library Director Lacey Partlow, and Library Secretary Pat Houser.
 2. Affidavit of Publication in the Papillion Times: Notice of the meeting was given to the Papillion Times, the designated method of giving notice.
 3. Public announcement that a current copy of the Open Meetings Act is posted in the meeting room.
- B. Meeting Approval Items
1. Approval of Agenda: Motion to approve the agenda: Montgomery; Second: Jones. Roll Vote: Jones: yes, Kryger: yes, Montgomery: yes, Panko: yes, Rodgers: yes. Motion carried.
 2. Approval of the Minutes of the June 22, 2020, Board Meeting: Motion: Jones; Second: Rodgers. Roll Vote: Jones: yes, Kryger: yes, Montgomery: yes, Panko: yes, Rodgers: yes. Motion carried.
- C. Library Director's Report
1. Correspondence and Communications: None.
 2. Financial Report: As shown on the Library Expenditure Report effective June 30, the year-to-date expenditure is 55% of budget. Since the library was closed for several months, next month's numbers should be more reflective of actual expenditures. The part-time personnel line items will not be fully spent. Purchases of some items were delayed because of COVID-19.
 - a. Budget update: The budget was submitted to administration and it will be introduced to the City Council for approval in August.
 3. Library Board Report:
Statistics are down significantly from last June, but adult programming numbers increased. Circulation is low right now, but is expected to slowly increase.
Virtual planning was challenging but both Partlow and Youth Services Manager Kelly Warehime did a noteworthy job.
- D. Agenda Items
1. Old Business:
 - a. Library response to COVID-19 (service adjustments and plans): Regular hours at Sump began on July 1. We are in Stage 3 of the Governor's Directed Health Measures, with a 50% capacity, which is 70 people; numbers are increasing, but we do not expect to go over the maximum. Computer usage is down because some of the

computers are not in circulation. Time limits on computer usage are not restricted now, but might have to once school resumes.

Sanitation happens every hour or so on the computers.

Weekly meetings continue with the Sarpy County library directors, as well as with Ralston.

2. New Business:

- a. Completed Policy Manual and future updates process: Monthly review of a policy will begin at the August board meeting. We are implementing an on-line reservation system and want to coordinate the meeting policy revisions with the use of the new system.
- b. Interactive Lab/Digital Library updates: The Interactive Lab/Digital Library opened to the public later than at Sump. Due to usage, the hours are modified to M-F 11:00-7:00; S-S 11:00-5:00. Attendance is low but it should increase once school begins. The hours will expand if there is demand. We are using sterilizing boxes with UV lights for disinfecting. Headsets and board games are not out for use because of COVID. The need for digital programming at Sump provided the opportunity for better communications for supplements and home schooling, and we now have more resources and information on the website. The staff at the Digital Library have taken ownership of creating more digital programming.
- c. Election of Library Board officers: The election process is tabled pending review of the bylaws.

E. Administrative Reports

1. Committee Reports: None.
2. Comments from Library Board: Jones expressed her pleasure with the virtual Summer Reading Program. Now that we have the framework, other virtual programs can be developed. Doug Rodgers, the newest board member, introduced himself and spoke about his background and his anticipated contributions to the board. Montgomery suggested the possibility of inviting a library staff member to future board meetings in order to meet them.
3. Comments from the Friends of the Library/Library Foundation: None.
4. Comments from the City: None.

F. Closed Session: Litigation, Personnel Matter, and Negotiations (if applicable): None.

- G. Adjournment: Jones motioned to adjourn the meeting at 5:16 p.m. Second: Panko. Roll Vote: Jones: yes, Kryger: yes, Montgomery: yes, Panko: yes, Rodgers: yes.
Meeting adjourned at 5:16 p.m.

The next meeting will be August 24, 2020, at 4:30 p.m.

LIBRARY BOARD REPORT

August 24, 2020



Statistics

	July 2020	July 2019
Programs - Adult		
Number	22	9
Attendance	250	122
Programs - Youth		
Number	26	25
Attendance	823	1,309
Circulation		
Physical	13,246	21,585
Electronic	5,540	4,086

	July 2020	July 2019
Collection		
Additions	368	253
Deletions	322	436
InterLibrary Loan		
Requested	11	14
Loaned	10	31
Other		
Door count	5,480	14,566
Computer use	543	1,344
Computer use (hrs)	381	1,269
Members added	92	190



Programming & Upcoming Events

- September 7 – Library Closed for Labor Day (Digital Library open 11 am-4 pm)
- September – Library Card Sign-up Month
- September 27 – October 3 – Banned Books Week
- September – Digital Escape Room (online), Bingo, and Quizzes (Digital Library)
- September 18 – Storybook Engineering Club via Zoom (Digital Library)
- September 25 – Fun in the Fishbowl (Digital Library)
- September – 4th & 5th Grade Book Club via Zoom (Wednesdays)
- September – Teen Dungeons & Dragons via Roll 20 (Saturdays)
- Summer Reading Participant Totals: (Children: 486, Teen: 43, Adults: 147)
- Youth storytimes and activity bags are taking a break for the month of September, but will return in October. In October, storytimes will transition to Zoom instead of Facebook Live. Other programs returning in October will include: Early Literacy Corner, 6th & 7th Grade Book Clubs, and Fandom Club.



Community Advocacy & Outreach

- Staff have been attending Winter Wonderland planning meetings. The event is set to take place on November 28, and will be spread throughout the day.
- The Downtown Business Association has approached the library for assistance with obtaining a movie license to show a drive-in movie at City Park in October.
- Discussions over the possibility of holding Toddler Trick-or-Treat are underway.



Collection & Services

- Foot traffic and circulation have increased significantly over the past month, but both metrics are still well below pre-COVID levels.
- The library remains in the same stage of reopening as last month. Capacity is currently limited to 50%, with no meeting room use or in-library programs. Library materials continue to be quarantined for 3 days prior to returning to circulation. Frequent cleaning procedures continue.

- Mango Languages will be added in the next few weeks as a new language learning database.
- RBDigital is merging with OverDrive at the beginning of September. All of the eAudio books within the RBDigital collection will be migrated over to our current OverDrive collection.
- A new online calendar system called LibCal will be implemented in the next few weeks. This will impact our calendar of events, as well as meeting room reservation processes.
- A new microfilm reader has been purchased, and will be delivered this week.



Management

- There were 3 exams proctored in July.
- Aleksander Miller and Sarah Tinius have been hired as new Library Aides. Both will be starting within the next week. These two new hires bring us back to fully staffed.
- The budget for FY 2020-2021 was introduced to the City Council on August 4. The final reading is set for September 1.
- Weekly Zoom meetings with all of the Sarpy County library directors continue in an effort to increase communication. Zoom meetings with other Nebraska library directors from similar sized communities are set to begin in the coming weeks.
- Mary Gubbels is still out on leave, but is anticipated to return in the next few weeks.
- All management-exempt and part-time employee evaluations will be completed in the next few weeks.