

Minutes of the Papillion Public Library Board of Advisors
Monday, September 28, 2020

**The Board of Advisors of Papillion Public Library met in an open and public session at
Sump Memorial Library on September 28, 2020, at 4:30 p.m.**

- A. Call to order: The meeting was called to order by Library Board Vice Chairperson Steve Kryger at 4:31 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, Youth Services Manager Kelly Warehime, 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: Rodgers. Roll Vote: Jones: yes, Kryger: yes, Montgomery: yes, Panko: yes, Rodgers: yes. Motion carried.
 2. Approval of the Minutes of the August 24, 2020, Board Meeting: Motion: Panko; Second: Jones. Roll Vote: Jones: yes, Kryger: yes, Montgomery: yes, Panko: yes, Rodgers: yes. Motion carried.
- C. Library Director's Report
1. Correspondence and Communications: Library aides Kaitlyn Watson, Madeleine Milligan, and Sarah Tinius entered the meeting and introduced themselves to the Library Board.
 2. Financial Report: The FY 2020-2021 budget was approved by the City Council on September 1; there were no changes to the library's submitted budget.
A project will be completed along the South side of the library this fall to pour concrete pads for two butterfly benches, replace landscaping, and create a concrete area for storage of recycling bins. This project is being supported in part by the Papillion Arts Council and from remaining grounds maintenance funding.
The baby room mural project is made possible by the memorial donation made in honor of Abigail Whitford, as well as other library donations. Staff members Mary Gubbels and Rachel Buckwalter will take the lead on creating the mural.
 3. Library Board Report:
Library statistics are approximately half of usual except for circulation; circulation numbers are close to the same as last year due to an increase in electronic usage. Patrons are checking out more during each visit but coming less often. September attendance is picking up.

Staff at both Sump and the Digital Library have been very innovative in programming during the COVID-19 restrictions.

The library is using a modified approach toward Toddler Trick or Treat to make it safer and more comfortable for families. Tables will be set up outside, staff will use gloves to hand out treats, and music will be played.

Winter Wonderland is set for the Saturday after Thanksgiving, November 28, from 12:00-8:00 pm. Library staff is working with the Papillion Community Foundation on plans for the occasion. Plans include events that can be held outside to reduce the number of visitors inside the library.

Mango Languages is now available on the library website. It is a strong interactive resource with 70+ languages.

The new microfilm reader has been installed and is available for patron use. This project was made possible by state aid funding.

The online events calendar transitioned to the new LibCal platform and is now available for use. In addition to the calendar portion, it will allow us to do event registration and meeting room space reservations.

Two furnace units and 13 damaged windows in the building were replaced.

Banned Books Week is September 27-October 3.

The movie showing *Out of Omaha* is October 5 at 7:00 pm.

Omaha FBI Special Agent Jake Foiles will present *Cyber Threats and Cyber Security* on October 15 at 7:00 pm.

Genealogy Made Easy, presented by Lacey Partlow, will be October 20 at 7:00 pm.

The 4th -5th Grade Book Club continues to be successful with 4 or 5 participants each week. The 6th Grade Book Club begins on October 6 at 4:00 pm.

Toddler Storytime will move to Zoom to make it more interactive for the kids.

Several new book club kits were added to the collection and are available for 6-week checkout.

A Spanish collection was added to the Youth Services Department and we are seeing immediate use.

As part of her Girl Scout Gold Award Project, engineering student Brynnleigh Weaver is making STEM kits that will be available for kids ages 5 and up. These items will be for in-house only and available when COVID-19 concerns are minimized.

D. Agenda Items

1. Old Business:

a. Library response to COVID-19 (service adjustments and plans)

We moved into phase 4 of the Directed Health Measures on September 14; the capacity rates increased to 75%. We continue to quarantine materials; additional seating was added to the public areas to accommodate an increase in foot traffic; we will explore adding more computers for public use.

b. Strategic Plan review.

Deputy City Administrator Phil Green entered the meeting at 5:17 pm.

The library staff is reviewing the Community Needs Assessment plan's goals and objectives to further achievements in several areas. The board members discussed many ideas for reaching the goals through increased communication. Kovar will summarize the ideas presented for discussions with the staff and future discussions at the board meetings.

2. New Business: None

E. Administrative Reports

1. Committee Reports: None.

2. Comments from Library Board: None.

3. Comments from the Friends of the Library/Library Foundation: The Library Foundation will meet soon to discuss the various upcoming events.

4. Comments from the City: Deputy City Administrator Phil Green and the board members made brief introductions.

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

G. Adjournment: Jones motioned to adjourn the meeting at 5:49 p.m. Second: Montgomery.

Roll Vote: Jones: yes, Kryger: yes, Montgomery: yes, Panko: yes, Rodgers: yes.

Meeting adjourned at 5:49 p.m.

The next meeting will be October 26, 2020, at 4:30 p.m.