

Three Rivers Library System Board Meeting Minutes
May 4, 2018 at Noon
Bancroft Public Library, Bancroft NE

Attendance Members Present: Rose Barcal (La Vista Public Library), Aimee Morlan (Weeping Water Public Library), Laura England-Biggs (Keene Memorial Library), Karen Drevo (Norfolk Public Library). Phone: Tina Walker (Keene Memorial Library), Crys Bauermeister (Pierce High School). Also present: Eric Jones (Three Rivers Library System director), Christa Porter (Nebraska Library Commission). Absent: Rebecca Sims (Sump Memorial Library)

Call to Order The meeting came to order at 12:05 pm

Approval of Agenda Rose Barcal made a motion to accept the agenda as presented; Laura England-Biggs seconded. Motion passed.

Approval of Minutes from February 2, 2018 meeting Rose made a motion to accept the minutes as presented; Aimee Morlan seconded. Motion passed.

Financial Report The group reviewed the reports; the bottom line is that we are ahead of the game because of vacancy savings from 3 months without a director. In the future, the board asked to look through the bills (or a check register) prior to the meeting. Eric Jones will talk to other directors about their processes and whether they require printed POs for their accounting. Rose made a motion to accept the financial report and file for audit; Karen Drevo seconded. Motion passed.

Director's Report Eric visited a number of libraries in the past few months. He has more trips scheduled now that the weather has turned nicer, particularly up in the northern tier of the system to build rapport with those libraries. Libraries visited include Ponca, Battle Creek, Gretna, Papillion, La Vista, Norfolk, South Sioux City, Tilden (twice), and DoSpace.

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The Petersburg reading room/volunteer-run library has reported on Bibliostat although they are not a legally established library in our territory.

Eric attended the NETA meeting in Omaha and saw the Papillion/La Vista school district has come up with a low cost (\$1K) MakerSpace. He may follow up with them to see if someone would report out at our annual meeting.

Attended a System Director's meeting March 14 and one coming up May 15.

Eric has been reviewing the Policy Manual and will present a draft revision for the Board to review. He hopes to have the members review the material and discuss/vote on the changes at the next meeting.

Eric met with Laura, Dr. Becky Pasco and Dr. Melissa Cast-Brede to discuss an intern project idea for the library science students in the different educational programs in Nebraska. One project that may come out of this is a LibGuide service for smaller libraries in Nebraska.

Oakdale Library is back online after closing last fall. They have hired new staff, are doing well with building issues and community support. Their new director, Rebecca Williams, has childcare experience and is registered for Basic Skills classes.

Several interesting calls over the past few months about dealing with foundations versus city councils, a public health situation that has since been resolved.

Eric signed up for a few Basic Skills classes so he can speak to what they are about when people ask.

One of Eric's next goals is to learn more about Children's Programming.

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Eric stands ready to offer accreditation assistance to libraries needing any help navigating those waters. At the Spring Meeting at Tilden, he was able to help with the issues that were brought up. Eric would like to increase the number of libraries applying for e-rate funding.

In addition to the website provided through the NLC, Eric is interested in building a higher profile or presence for the System. This could entail obtaining a domain for our own website and internal email instead of using gmail. He is working with Amanda Sweet at the NLC to accomplish this goal. It's a little complicated because there is a Three Rivers Library in Georgia who has taken the most obvious domain names.

Eric suggested that the Board meet more frequently than 4 times per year. His recommendation is to have 2 monthly phone calls or Zoom meetings in between the quarterly meetings to give the Board more oversight into the running of the System. Those meetings would take an hour or less. The board agreed to try it and see what happens.

The group discussed the need to do some sort of Planning Session as we have not reviewed the Service Plan since the System was established. Given the Summer Reading Program conflicts and August back to school, it was decided to look at some time in September. Outgoing board members may be invited back as a courtesy since they have a lot of the institutional knowledge.

Tammi Thiem at Genoa and Anne Dexter at Neligh are setting up an online children's library staff meeting for Monday at 12:30. It sounds like this will be a regular session to get youth services library staff in their area together to network and solve problems.

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Rosa Schmidt at Oakland did a children's programming meeting at West Point and had 15-18 people attend.

Correspondence None to report

Committee Reports:

Scholarship Committee There was one application for ALA (\$1,000) from Elisa Cruz at Keene Memorial Library; the request was approved.

Nominating Committee There was a list of nominations sent to the Board with five names on it. Crys Bauermeister is filling the open appointment so we have four candidates for three seats being vacated. Chelsea can send out a ballot to the membership prior to the annual meeting which will be Monday August 6, location to be determined.

Continuing Education Committee We will put out a call for proposals for the August 6 annual meeting. The group discussed inviting Jeff Barnes to speak about his latest project, pending availability.

Old Business None

New Business

Policies The existing policies were sent out for the Board to review. An updated version will be distributed by email.

Office Situation Eric sent a detailed report of the possibilities he has explored for relocating the office to Fremont, Elkhorn, Weeping Water and Norfolk (among other options). He also brought up the idea of a virtual office setting where he and Chelsea would not be co-located but would still be in communication regularly. This option could free up resources for continuing education if we can lower our overhead.

Karen made a motion to survey the members to see what they think of the options to work from home versus having a

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physical office to visit; Crys Bauermeister seconded. Motion carried.

Personnel Salary The Board decided that personnel salaries may be set at the discretion of the Director and do not need to be approved by the body.

Payroll Process Currently we issue paychecks once a month for the office staff (Eric and Chelsea) and quarterly for the System Peer Coordinators. It costs us \$100/month for us to use Paychex's services. Gary Riggs, the System accountant, could perform the same services for us at the cost of \$125 per quarter.

Karen made a motion directing Eric to explore using Gary Riggs to process paychecks; Aimee seconded. Motion carried. Eric noted that it may be a 60-day process to change services.

State Reporting Our incorporation piece needs to be updated as Rose is still listed as President. The Board directed Eric to wait until August since it will change again.

By-Law Changes Eric will bring changes to the Board within the next 30 days; most of the changes will offer clarification and put dates on certain events like the annual meeting.

NLC Report Highlights State Budget

State budget reductions were made by the legislature and approved by the governor for the current state fiscal year and next. The Nebraska Library Commission is among many state agencies included for across-the-board budget reductions of 2% this fiscal year (operations and state aid programs) and 2% next fiscal year for operations and 4% for state aid. There will likely be some reduction in regional library system funding next fiscal year (beginning July 1) as a result of the state budget cuts.

- **Federal Library Program**

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LSTA funds were appropriated as part of the omnibus budget bill enacted by Congress on March 23. Funding for the LSTA grants to states program was funded at a small increase. Since the largest portion of LSTA funding is allocated according to state population Nebraska's share of the increase is \$24,301.

- **IMLS National Leadership Grants Application**

The Library Commission, in partnership with the Nebraska Office of the Chief Information Office (OCIO), has been awarded a federal "Sparks" grant from the Institute of Museum and Library Services for \$25,000. The project title is **Nebraska Schools and Libraries – Breaking the Ice and Igniting Internet Relationships**. The project is an innovative opportunity for public libraries to partner with their community school district to offer an internet "Hot Spot" for the local school district's students and staff. The library and school partnership will work together to increase the internet speeds at the public library. The grant will pay for equipment at each of five libraries selected from libraries that applied to participate: Bancroft, Genoa, Imperial, Verdigre, and Wymore. If this technology proves appropriate for broadband service upgrades there is potential for a significantly larger project to reach other communities across Nebraska.

Jan Joliffe has resigned as director for the Western Library System. Christa Porter will be teaching her Basic Skills class (Programming and Outreach) in September.

SPARKS Grant Update Jon Cerny, Superintendent of the Bancroft-Rosalie Public School shared an update on the SPARKS grant project in Bancroft (mentioned in the NLC report).

Successes and Challenges Karen reported that the Norfolk renovation is ahead of schedule and under budget. Their challenge is that they are closed May 1-28, in the process of RFID tagging the entire collection and getting ready for the May 29 re-opening to the public.
Rose reported that her library is fully staffed again but Monday there was water in her office, which took out her chair and computer.

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Aimee reported that they have been very busy, which means lots to do with little time to get it done. Still, foot traffic is up which is good.

Laura reported that they are in the middle of an expansion/fundraising project which is both a challenge and a success.

Adjournment

Rose made a motion to adjourn; Aimee seconded. Meeting adjourned at 2:20 pm

Respectfully submitted,
Laura England-Biggs
Secretary