

**SELS Board & Annual Meeting**  
**June 30, 2011**  
**Annual Celebration at Morrill Hall – 9:30 a.m.**  
**Board Meeting & Lunch UNL Love Library Instruction Room 110 – 12:15**

**Board Members Present:** Becky Baker (Seward Memorial Library); Carolyn Bennett (Beatrice Public Library); Ruth Carlock (Levitt Library, York College); Scott Childers (University of Nebraska Lincoln Libraries); Barbara Hegr (Morton-James Public Library, Nebraska City); Wanda Marget (Fairmont Public Library); Kent Munster (Clark Enersen Partners, Lincoln); Adam Prochaska (Harding & Shultz Law Firm, Lincoln); Tom Schmitz (Lincoln Regional Center Library); Robin Sugden (Freeman Public Schools, Adams); Glenda Willnerd (Lincoln Public Schools District Office).

**Also Present:** Brenda Ealey (SELS Administrator); Jen Barnason (SELS Administrative Assistant); Richard Miller (Nebraska Library Commission); Hilary Sire (Community Relations Manager, Barnes and Noble).

**Board Members Absent:** Barbara Cornelius (Nebraska Wesleyan University, Cochran-Woods Library); Carol Oltman (Beatrice High School).

Meeting was called to order by President Barbara Hegr at 12:54 p.m.

Board members gave a report on what was new where they work.

**SELS Election Results**

Adam, Tom, and Ruth are leaving the board. New members are Karen Frank (Greenwood Public Library); Hillary Sire (Community Relations Manager, Barnes & Noble); Jan Thomsen (Alice M. Farr Library, Aurora) and Becky Baker (Seward Memorial Library), who was reelected.

**Consent Agenda**

**A. April 29<sup>th</sup>, 2011 Minutes**

It was pointed out that Jen's name had been spelled "Jan" in the "Also Present" area of the minutes and needed correcting. Becky moved to approve the minutes with this correction and Scott Seconded. The motion passed.

**B. Financial Report**

(See under proposed budget.)

**SELS Personnel Policy Approval**

Glenda thanked Adam for helping with the Personnel Policy. On the Leave policies it presently says 15-20+ years. This is to be changed to read 15+ years. On page 30, it should read "Try to keep offices and work areas neat and orderly ...." On the Leave policies we are missing a line. It should be 0-5, 6-10, 11-15, and 16+. On page 6 under Exceptions the word "than" needs to be changed to "then". Glenda made a motion that we accept the policy with these changes. Tom seconded. The motion passed.

**SELS Proposed Budget 2011/2012**

A Proposed Budget sheet was handed out. It included the estimated year end expenses, year to date balance, % used, budget 1 and budget 2. The difference between budget 1 and budget 2 is the amount of rent for the two different offices. The Executive Committee decided we cannot

afford the office next to us. It would put us right on the line with no cushion. So the lease was signed yesterday for the current office. Barbara went over line by line for the new budget and how it was adjusted up or down in relation to what has been spent this past year. If there are extra funds in the future, Administration is where we want to increase.

Employee benefits are covering all but \$20 of Brenda's health insurance. She is paying her own retirement. This was raised to cover her health insurance entirely.

Education and Professional Development was lowered because MPLA will be in Omaha with NLA next year. This will need to be raised back up in future years.

Rotating Journals had been taken out, but SELS did purchase one journal. So the Friends have already been asked if they would cover the \$346 for journals.

We are under what we projected for last year's budget. We took a 5.5% cut for 2011/2012 contract from NLC. We do not expect any supplemental funds like we received last year, and grants most likely will be more limited, too. This leaves us with expected income of \$104,522. The suggestion was made to add separate lines for donations, friends' donation, and refunds & reimbursements accounts rather than putting this all in miscellaneous income. This year we ended up spending \$124,639.67. The good news is that we will have about \$10,000 or a little more to carry over. Brenda mentioned that we need to remember why we have money left over. It is due to staff vacancies and Jen working only 25 instead of 30 hours a week. We hope to not have to make these cuts again. Brenda wishes we could compensate Board members better for travel as this has been lowered to 27 cents a mile which is less than half the federal rate. She also appreciates the Friends group that helps supplement our budget. The new computer and iPad were paid for out of this budget, which included NLC grant funds, rather than requesting these from the Friends, so the journals and the materials to renovate the office have been requested from the Friends group. The Nebraska Library Commission hasn't heard on LSTA funds yet, which could also affect Systems' budgets. Richard said he thought we had been wise to keep the present office space instead of the larger space.

Becky made a motion to accept the proposed budget #1. Tom seconded. Motion passed.

If we would end up with extra money next year, we could possibly give Jen and Brenda a bonus. Becky suggested we make sure the Personnel Policy includes option of offering bonuses to staff.

### **Administrator's Report Highlights**

- Brenda said she had a fabulous time at ALA.
- CASTL group met in Seward – Annual review of Golden Sower big list for K-3, and book talks for Intermediate list.
- SELS Training Extravaganza at Beatrice High School was a very positive day.
- ELS/SELS Colloquium with Dr. J. Rufus Fears at the Cornhusker in Lincoln was good.
- Met with Sam Shaw (Nebraska State Penitentiary Library) – working with Amy Miller (ACLU Nebraska) on legal aid courses. SELS will be making open records requests to Corrections for information on how inmate welfare funds are allotted. Inmate welfare funds can be used for entertainment purposes, so if some of that could be funneled to the popular collections of corrections' libraries that would assist in increasing their budgets in this area.
- Assistant director and Children's Librarian at Kilgore Public Library in York – Judy Andrews has been hired.
- The community of Eagle contacted Brenda because they would like to have a public library. She questioned whether they had money to pay staff, if money was available from the city, and mentioned accreditation.
- Attended the Grand Opening for Lied Scottsbluff Public Library. It is considered the communities living room. She was complimentary of staff and of Bev Russell.

- System administrators' meeting in Scottsbluff. Systems are in difficult straits with budget cuts, causing a bit more angst among the group. Terri Raburn, the PLS Coordinator, reported that they would not file for eRate discounts due to instruction from the PLS Board President. That's an issue of concern – since it would typically save at minimum 50% of phone/internet charges for PLS.
- Had an interview with a Community College student, Margaret Junker, from Fairbury. She's in Marty Magee's Library & Information Services Course.
- Accreditation Review Committee met in Grand Island.
- Becky Baker, Brenda and Kathy Tooker attended the May Commissioner's Meeting.
- Attended Glenda Willnerd's retirement party.
- NLC Systems Quarterly meeting at NLC. The Word Press project is continuing on and expanding.
- Commission is now doing their IMLS evaluation and a 5 year plan.
- Commission has electronic *Go to Meeting* that systems can use.
- Excited about the new Herman Miller chairs, SAYL in the SELS office. Lovely color. Gift from Clark Enersen.
- Not getting a lot of Board Ballots back. Got more back when they were mailed. Got 29 electronic and one in the mail.
- Jen has SELS photos on Flickr.
- Jen got new computer and large monitor which is great.
- Mary Friedly, Director at the Public Library in Pawnee City, is retiring.
- SELS Survey has not been sent out. Plan to send out in July electronically and with a link on SELS website.
- July 10<sup>th</sup> – 14<sup>th</sup> - Nebraska Library Leadership Institute.
- July 22<sup>nd</sup> CASTL meeting at York College.
- SELS 2011 Annual Report was handed out. Jen prepared it to look like a menu. Did get new Quick Books Pro which made a neat chart for the budget. They just started using Apollo so circulation figures may be a little skewed.

### **SELS Friends Report**

The Friends expense sheet was handed out. On line 31 there are no current expenses. The Harry Potter movie will be shown on July 16th. The same officers were elected. No one else offered to run. The Friends made \$109 at Barnes and Noble. Sorry more didn't come that day. They had the Scholarship information ready to send out and then they got the request from Brenda for money for the journals and renovation of the office. So if that is approved, they may take that amount out of the scholarship fund before the information is sent out. Friends will probably have the Iron Librarian day in August. No specific date yet.

### **NLC Report – Richard Miller**

Richard handed out a report.

- A group of teens from Alliance Public Library won the first Nebraska Teen Video Challenge sponsored under the national Collaborative Summer Library Program (CSLP) for 2011. Teens ages 13 – 18 were invited to create a video promoting summer reading for their fellow teens at the public library responding to the theme, "You Are Here." The winners received a prize of \$250, their library received \$100 from CSLP, and their video is posted on YouTube.
- The Commission's reference team has put together a number of resources related to the 2011 floods in Nebraska.

- Peggy Barber, who was present for the kick-off of the BTOP in Nebraska, returned on April 27<sup>th</sup> to present a number of sessions for public libraries that are part of the BTOP effort. From 10:00 to 11:00 that day she did an NCompass Live session on Word-of-Mouth Marketing.
- The Nebraska Library Commission is continuing work on its Broadband Technology Opportunities Program (BTOP) grant provided through the National Telecommunications Information Administration (NTIA.) .
- Nebraska Center for the Books new Web site is <http://centerforthebook.nebraska.gov/index.asp> The 2011 One Book One Nebraska is *Local Wonders*, by Ted Kooser. The 2011-2012 One Book for Nebraska Kids selection is *The Last Newspaper Boy in America* by Sue Corbett, and for teens (2010 – 2011) *Unwind* by Neal Shusterman. NLC has book bags and book kits available.
- NCompass Live upcoming programs include “The Best of ALA 2011” by Jessica Chamberlain, Mary Jo Ryan, Robin Bernstein and Rod Wagner, July 6; “What’s Happening with Genre Headings?” by Emily Nimsakont on July 13;”Tech Talk” with Michael Sauers on July 20; “Voice of the Customer: Designing Library Services to Meet User Expectations”, by Robin Bernstein, Casey Kralik and Becky Wymer, on July 27; and “Birds Do It, Bees Do It: Sexual Health Resources” by Siobhan Champ-Blackwell on August 24.
- The Association of Bookmobile and Outreach Services (ABOS) is offering scholarships and travel grants for library staff who want to attend its annual conference in Cleveland October 13 – 15, 2011.
- Shirley Kreutz Bennett of Lincoln left a legacy in her will establishing a donor-advised fund with the Nebraska Community Foundation (NCF) to provide matching grants for Nebraska public libraries in communities with populations of fewer than 3,000. The fund is advised by a group of Shirley’s nieces and nephews assisted by staff from the NCF and the Commission. Grants will be made, beginning in 2012 in three categories: planning grants leading to accreditation; enhancement grants to improve library services and/or programs; and facilities grants for new or renovated, restored, or rehabilitated libraries. All grants require some level of matching. Approximately \$70,000 per year will be distributed. For more information contact Sheri Hink at the NCF – 402-323-7347, or [shink@nebcommfound.org](mailto:shink@nebcommfound.org)
- A group of Nebraska public librarians has been appointed to make recommendations to the Commission on revision of the current *Guidelines for Public Library Accreditation*. Those guidelines date from 2004, and were modified only in terms of income figures each year, reflecting changes in local library income. The intention was to “fast track” this process to have the guidelines revised for use by libraries up for re-accreditation this July, but the group has expressed an interest in taking more time for this process.
- Library and other cultural institutions are invited to apply for grant funds from the U.S. National Endowment for the Humanities for humanities projects intended for broad public audiences.
- Dr. Joan Giesecke, Dean of Libraries at the University of Nebraska-Lincoln, received the ALA Equality Award from ALA at the recent annual conference in New Orleans. This award, given annually to an individual or group for outstanding contributions in promoting equality in the library profession, consists of \$1,000 and a framed citation of achievement. Giesecke was cited for her vision, leadership, energy, research, presentations and mentoring toward increasing gender and racial diversity among librarians at UNL and elsewhere, and in the profession as a whole.

### **Election of Officers & Board Positions**

The proposed slate of officers includes Barbara Hegr, President; Glenda Willnerd, Vice president; and Carolyn Bennett, Secretary.

Scott moved to accept the slate. Becky seconded. The motion passed.

There is one Board member who has only attended one meeting in two years. The Board would like to ask this person if he/she would like to resign, and if so, appoint someone else to this position. The person could still help on projects. The Board has someone in mind who could be appointed, and the appointing could be done by email

### **August Board Meeting & Planning Retreat**

The August Board meeting was set for July 26<sup>th</sup> as it was difficult to find a date in August. Robin suggested the meeting be at Adams starting at 10:00 a.m. Adam said a meeting could be scheduled at his office any time, especially the winter one, just to let him know – even though he is leaving the SELS Board.

### **Committee Assignments & Updates**

Nothing to report other than the survey.

### **Committee Assignments 2010/2011:**

**CE Committee:** Becky Baker, Carolyn Bennett, Scott Childers, Carol Oltman, Adam Prochaska, Glenda Willnerd.

**Network Committee:** Barbara Hegr, Ruth Carlock, Barbara Cornelius, Wanda Marget, Kent Munster, Robin Sugden, Tom Schmitz.

**Executive Committee (Bylaws & Policies):** Barbara Hegr, Glenda Willnerd, Ruth Carlock.

**The meeting was adjourned** at 3:09 p.m.

Submitted by Ruth Carlock  
Secretary