

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
October 4, 2007**

Board members present: President Tim Hill, Vice President Susan Corrigan, and board members, Phyllis Fleming, Joe Lock, Susan McDermott, Dennis McMenimen and Nancy Shey.

Staff & others present: Library Director Lori Barkema; library staff members Marie DeVries (Foundation), BarbGay, Leon Green, Carol Hoke, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Christina Riedel, Pat Schabo, Lola Shull (for the union) and Kit Wong; and Friends President Rochelle Holcomb.

President Hill welcomed Phyllis Fleming to the Board of Trustees.

A. Approval of Minutes

The minutes of the September 6, 2007, meeting will be corrected as requested and resubmitted for approval at the November meeting.

B. Public Comments

None

C. Announcements

None

D. Financial Report – August ó Kit Wong

Wong reported expenses are at 16% for the year and in line with expectations. Revenues stand at only 9%, but payment for services to Linn County has not been received.

E. Operational Report – August – Sunday closing impact ó Leon Green

An 8% decline in circulation continues to reflect the effect of Sunday closing on the summer statistics. Internet use, programs and meeting rooms registered increases. Green also explained a two-year circulation comparison, showing a measurable increase in the sharing of resources among the Metro Area Libraries and their patrons.

F. Friends of the Library Report ó Rochelle Holcomb

Friends will host a new pre-sale event for members only on the Thursday evening prior to the annual November book sale. Friends are also partnering with Barnes & Noble Booksellers for a fundraising event on December 2nd. Presentation of the voucher in the current Friends newsletter will earn 10% of book, music and magazine purchases for the Friends. The Friends board also approved funding for the staff development day lunch and continuation of support for the Book Buddy program.

G. Foundation Report ó Marie DeVries

Foundation president Joan Thaler will receive a volunteer award from the Eastern Iowa Chapter of Fundraising Professionals. Members of the Foundation's Van Vechten Society, donors who have named the library in their will or an insurance policy, will be honored at an upcoming luncheon. Funding for a new projector for the library's Ghosh Technology Learning Center has been approved, and the 2008 budget planning is underway.

H. Library Board Committee Reports

1. Finance Committee ó Dennis McMenimen, committee chair

a. Linn County funding – letter to supervisors from board presidents

A draft of this letter apprising county supervisors of the disparity between the county and its cities in per capita support for library services to rural residents is included in the board packet.

b. City budget process timeline – operating and capital

The budget is due November 2, 2007. The committee has reviewed budget materials and recommendations provided by Barkema and library staff, including prioritized reductions. Three additional committee meetings are scheduled. It was stressed that sustaining even current levels of staffing and services for FY09 will require a \$130,000 increase, primarily due to personnel and health care costs.

c. Discuss budget process, potential scenarios and set special Board meeting to approve budget

The finance committee will hold a final planning meeting on October 24 and will present its final recommendation to the Board for approval at the regularly scheduled November 1, 2007, session in time for submission to the City on November 2nd. Information will be forwarded to board members in advance of November 1st.

2. Building Committee ó Doug Elliott, committee chair

a. Geothermal study

Barkema said that Facilities Construction Director Dwight Dohlman has spoken with Durrant regarding the revision of the environmental impact portion of the study. The company has subcontracted the preparation to another firm, and the final report should be received in four to six weeks.

3. Policy and Personnel committee ó Susan McDermott, committee chair

a. Gift policy review

McDermott explained changes to the policy, which are intended to better reflect the current process of routing monetary gifts through the Foundation and to clarify procedure for the acceptance of gifts of real or personal property and works of art. The committee will incorporate suggested modifications and submit the revised policy for approval in November.

4. Advocacy committee - Susan Corrigan

a. Establish advocacy committee

Representatives from each of the three library-related boards will make up an advocacy committee to develop an ongoing advocacy program for the library. Committee members are Susan Corrigan of the Board of Trustees, Christine Schuety and Christine Tabak of the Foundation and Rochelle Holcomb of Friends. Lori Barkema and Marie DeVries will provide support for this group.

I. Director's Report ó Lori Barkema

1. Action items

a. Moline (Illinois) Public Library – site visit

As the supervisory team begins more intensive work with George Lawson Planning in preparation for the building program, staff is being encouraged to view other public libraries for ideas. OPN architects recently completed a new public library in Moline, IL, that is comparably sized to our Downtown Library, Davenport has a new branch library, and Iowa City has recently redone its public library.

Corrigan moved to approve and Lock seconded the request to send Carol Hoke, Karen Johnson and Christina Riedel to Moline, IL, Davenport, IA, and Iowa City, IA, for site visits. The motion passed unanimously.

b. Holiday closing – Monday, December 24, 1:00 pm

Christmas Eve falls on Monday this year. The library traditionally closes at 1:00 pm on this holiday.

McMenimen moved to close the library at 1:00 pm on December 24, 2007, and McDermott seconded. The motion passed unanimously.

2. Informational Items

a. Strategic plan – next steps and timeline

Strategic planning session facilitator Regenia Bailey is drafting a strategic plan document to reflect the vision and goals of the Board. Library supervisory staff will then continue to refine that plan and incorporate objectives and action items that move the library toward these goals. The strategic plan will be a three-year plan, and the library will match this with a three-year budget plan that supports the goals.

Hill asked that, once approved, quarterly reports on implementation of the plan be added to the board agenda.

b. Westdale Action Team (city process) and update

The library presence in Westdale Mall generates strong traffic at the site, and mall representatives are extremely interested in keeping the library as a tenant.

Barkema represents the library on the city's newly-formed Westdale Action Team. She noted considerable support for the value of libraries and maintaining a branch at the mall site at the initial meeting.

c. Scheduling study and accreditation requirements (2008)

Included in the board packet is a survey of public library service hours for other urban Iowa libraries, as well as an outline of the minimum days and hours of service required to maintain accreditation with the State Library. A city the size of Cedar Rapids must be open at least six days a week for total of 61 hours. Library

supervisors are working to better allocate staff scheduling with patron and library activities.

d. *Adult program events – Jazz at the ‘Brary, Adult reading discussion groups, Giacoletto grant, and Let’s Talk About It*

The library continues to provide and plan for adult program events. Barkema and Hill met with Dennis Green of KCCK radio regarding Jazz at the ‘Brary, the adult reading discussion groups are gaining a following, and the Giacoletto grant will support a series of premier adult program ó author events. The library will also apply for a ‘Let’s Talk About It’ series grant from ALA.

e. *Metro Library Network – downloadable audio project*

Representatives from the Metro Library Network are planning for a downloadable audio project. This will depend on a materials budget increase or reallocating current materials budget purchases.

f. *ISAIC update – strategic plan and IDPH staffing changes*

As the library works to update its strategic plan, Barkema has asked that ISAIC also address its future needs with a strategic plan. Changes at the Iowa Department of Public Health and the likelihood of money to support an increased ISAIC presence make this an ideal time to do so.

J. Old Business

1. Use of consent agenda ó Susan Corrigan

Materials were distributed relating to use of the consent agenda, which will begin at the November meeting. This will include approval of the minutes, the financial report and routine action items. Items can be moved to the regular agenda for further discussion at the request of a board member.

2. Annual report to the Council – status and presentation

Library staff has prepared an abbreviated report and supplemental comparative data for presentation to the council this month, which was distributed to the Board. A more comprehensive report is in the graphic design process. Though the FY07 report cannot capture the full impact of the current FY08 budget issues, Barkema will reference the effect of Sunday closure in her report to the council.

The library’s annual report to the State Library is in its final form for submission, and comparative statistics reported from other Iowa libraries will likely be available in November.

3. Director’s Annual Evaluation – Susan Corrigan

Evaluations have been distributed to the board president, vice president and chair of the policy and personnel committee for review and will also be provided to Barkema prior to meeting with her. Susan McDermott replaces former board member Bridget Janus as policy and personnel chair.

The Director’s Evaluation by the full board will be on the November 1, 2007, board agenda.

K. New Business

None

L. Adjournment