

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
November 1, 2007**

Board members present: President Tim Hill, Vice President Susan Corrigan, and board members, Doug Elliott, Maureen Engle, Phyllis Fleming, Joe Lock, Susan McDermott and Dennis McMenimen.

Staff & others present: Library Director Lori Barkema; library staff members Marie DeVries (Foundation), BarbGay, Leon Green, Carol Hoke, Karen Johnson, Jeff Krohn, Chris North, Christina Riedel, Pat Schabo, Lola Shull (for the union) and Kit Wong; and City Council member Kris Gulick.

Vice President Susan Corrigan presided, with President Tim Hill joining by phone until his arrival later in the meeting. City Council member Kris Gulick was welcomed.

A. Consent Agenda

1. Library Board meeting minutes

September 6, 2007 as revised

October 4, 2007

2. Financial Report - September

McDermott moved to approve the consent agenda and Fleming seconded. The motion passed unanimously.

B. Public Comments

Among the press releases and media coverage included in the meeting packet, was a patron comment requesting a permanent location accessible to the public for display of the Zerzanek collection. Barkema noted that the approval for appraisal of the collection is a first step toward that end.

C. Announcements

Corrigan reported that Mayor Halloran has named Brian Fagan as the Council liaison to the Library Board. Council member Kris Gulick, attending on behalf of Fagan, spoke briefly about this new communication link between the City and its boards and commissions. He also noted the publication *Making Cities Stronger: Public Library Contributions to Local Economic Development*, which Barkema distributed to the Council to highlight the connection between library and Council goals.

D. Operational Report – September – Sunday closing impact

Cedar Rapids' circulation figures dropped 8% for September, continuing the summer decline that stemmed from the summer Sunday closings, according to Green. Though down 2%, Metro figures still posted the second best September recorded. Information assists, Internet use and tours were up. Per Barkema, it is still too early to assess the impact of increased fees on the use of Beems Auditorium.

E. Friends of the Library Report

Friends were preparing for their popular annual book sale to be held November 2, 3, and 4, and there was no report for the month.

F. Foundation Report – Marie DeVries

The Foundation held a luncheon for Van Vechten Society members, those who have included the library in their estate plans or an insurance policy. Hill and Barkema attended to report on library activities and plans.

G. Advocacy Committee Report – Susan Corrigan

The committee is meeting weekly, and Corrigan cited the contributions of Bob Untiedt to the group which led to two upcoming events: 1) An action planning rally at 7:00 pm on November 26th and 2) A town hall meeting with public officials in early December. Both will be held at the First Presbyterian Church.

H. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. City budget proposal

McMenimen stressed that the library needs an additional \$131,000 simply to maintain the status quo, leaving little flexibility for savings outside of staff reductions. Implementation will depend on final budget numbers from the city. The date the library budget is due to the finance department is November 24, 2007. To accommodate this time frame, the finance committee meeting was rescheduled to November 9th at 3:30 pm, and a special budget meeting of the Board of Trustees was set for 4:00 pm on November 13th.

b. Hotel Motel grant

Barkema explained the decision to seek a grant of \$13,000 for marketing assistance from city hotel-motel funds, which correlates with the fund's objective to promote cultural, educational and recreational aspects of the community. This would include \$10,000 for consultant services and \$3,000 for publicity materials. *McMenimen offered a committee motion to approve the grant application, and the motion passed unanimously.*

c. Foundation budget proposal

Barkema asked the Board to approve a request to the Foundation to fund a one-year trial project offering Metro Library Network patrons downloadable audio books and music. The annual fee for the Cedar Rapids' portion of the collaborative project is \$35,000. Since the proposal involves a four-year contract, the vote was deferred to the November 13th special meeting to allow for additional information and further discussion. DeVries noted the Foundation will adopt the 2008 budget at its December meeting.

2. Building Committee – Doug Elliott, committee chair

a. Building program work plan – Lawson timeline and strategy

Barkema reported that George Lawson met with library staff in October and has completed a rough draft for the downtown library. After input from staff, Lawson will bring a revised version to the Board for review in December. Discussion

ensued on the ordering of events in the process, and Barkema distributed a planning outline and timeline provided by Lawson. The Board underscored the need to stay ahead of the curve in order to meet the November 2009 deadline if the library undertakes a levy and/or capital campaign.

b. Geothermal study

Elliott will arrange a meeting to include Dwight Dohlman to discuss Durrant's reply to the committee's request for a more thorough response to environmental concerns. He anticipates a report to the Board in December.

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

a. Gift policy review

Subsequent to the draft presented at the October meeting, it was learned that the Visual Arts Commission is still active, and reference to that body was restored to the policy.

Elliott moved to accept the policy as revised and with changes as discussed and Corrigan seconded. The motion passed unanimously.

I. Director's Report – Lori Barkema

1. Action item

a. Let's Talk About It – ALA grant and travel request

Barkema and Glise met with Joan Thaler to discuss the library's application to ALA for the *Let's Talk About It: Jewish Literature* series. Joan provided names of local scholars who might serve as discussion leaders and offered further financial support for the program if needed. Glise will write the proposal and, if funded, Karen Johnson will act as project manager. The \$2,500 grant requires that the project manager attend training in San Francisco next spring.

Lock moved to approve to send Karen Johnson to San Francisco for project manager training in the spring of 2008 and McDermott seconded. The motion passed unanimously.

2. Informational Items

a. Strategic plan – next steps and process

Joe Lock and Barkema will meet with strategic plan facilitator Regenia Bailey on November 6th to review the draft strategic plan document.

b. Westdale update – Open House – November 8th

The city has scheduled a Westdale Open House for November 8th.

c. Telling the library story

Tamara Glise attended a UNI Extension workshop on *Marketing Your Organization*. Geared for non-profit organizations, it presented good information on marketing plans, creating a look or "brand" for promotional materials, and targeting audiences.

d. LEAN Team and Library 1st

Following the LEAN presentation by Brian Wakeham at Staff Development Day, the first LEAN library team was formed to develop a streamlined procedure for Claims Returned items. The team includes staff from all public departments and the Library First group and will be led by Tam Glise and Library First chair Yongan Wu.

e. Time studies

Carol Hoke, Pat Schabo and Tamara Glise will participate in a time study in November. The information may offer insights into time management at the library, as well as help to more accurately update job descriptions. If results prove useful, other staff members may take part in later studies.

f. Deposit collections

Response to surveys of both children's and adult deposit sites are completed and demonstrate that while users appreciate the service, there is a low return on the investment. Only 36% of sites returned the survey, indicating lukewarm interest. Only 1% of the library's total circulation comes from deposits. The service costs approximately \$9,358 per year for adult sites and \$19,388 for children's, including staff time and materials. This may no longer be a service the library can afford.

g. Unique small balance program – revenue option

In the search for additional revenue to offset funding cuts, the library supervisory staff reviewed a proposal by Unique to implement a small balance program to recover fines of \$25 or under. Due to current incompatibility with the SIRSI system, it will not be implemented at this time. This also impacts Marion and Hiawatha as members of the automation system. They also chose not to implement until better reports are available.

h. HVAC update

The heat pump replacement project is slightly delayed due to back ordering of the heat pumps. Also of concern is the elimination of Dwight Dohlman's position effective December 1st. Dwight has been extremely helpful in getting this project underway and his expertise will be missed.

Barkema and Jeff Krohn will continue to work with Design Engineers (consultant) and Brecke (installer) to keep the project on track. Jeff recently completed his Building Operator Certification, which included 80 hours of classroom and project work followed by a rigorous test. The library is fortunate to have someone with his skills on staff.

i. Black belt librarian training – Iowa Library Association

The Black Belt Librarian program at ILA confirmed that security practices in place at the Cedar Rapids Public Library are on track. Christina Riedel and Pat Schabo attended this session. They received ideas to improve the recording of incidents, as well as improving interaction when confronted with various types of patrons. They believe the presentation will be beneficial to share with the frontline staff.

J. Old Business

Director's Annual Evaluation – Closed session

Corrigan requested that the Board go to closed session, quoting paragraph 21.5(1)(i) of the Iowa Code relating to closed meetings:

“To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.” She noted the closed session is at the request of Lori Barkema.

Elliott moved that the Board go to closed session and Lock seconded. A roll call vote was taken with each member voting Aye.

On coming out of closed session, Elliott moved to approve the Director's goals for the coming year as presented. Fleming seconded, and the motion passed unanimously.

K. New Business

None

L. Adjournment