

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
June 5, 2008**

Board members present: President Tim Hill, Vice President Susan Corrigan, Doug Elliott, Maureen Engle, Phyllis Fleming, Dennis McMenimen and Nancy Shey.

Staff & others present: Interim Director Tamara Glise; library staff Rebecca Bartlett, Marie DeVries (Foundation), Barb Gay, Leon Green, Carol Hoke, Patricia Holderness, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Pat Schabo and Lola Shull (for the union); Rochelle Holcomb and Greer Fry (Friends); Chris Schuety (Foundation) and representatives from the public and media.

A. Consent Agenda

1. Library Board meeting minutes

May 1, 2008

2. Financial Report – April

Elliott moved to approve the consent agenda and McMenimen seconded. The motion passed unanimously.

B. Public Comments

Hill sought board comment regarding applicants for impending board vacancies and received favorable responses on the strengths of the candidates.

C. Announcements

None

D. Operational Report – April

Although the number of programs remains somewhat consistent, attendance has fallen off dramatically over last year. Recent adult programming has focused more on small book discussions, but the upcoming *Let's Talk About It* series should boost those figures. The Board would like to see a turnaround in this activity.

E. Friends of the Library Report – Rochelle Holcomb

The annual Media Sale will be held in the library lobby on June 12 and 13. A recent Gazette column featuring the slowdown in book donations to the Friends resulted in an outpouring of needed materials. Friends will not meet again until August.

F. Foundation Report – Marie DeVries

Two recent contributions noted were \$350 raised by the Cedar Rapids Home School Honor Society and an anonymous \$5,000 gift to support the summer reading program. DeVries described activities planned for the Foundation booth at the Downtown Farmers' Market, which begins June 7, and distributed a sample survey to be given out to booth visitors. Foundation board president Chris Schuety presented a certificate of appreciation to outgoing library board president Tim Hill.

G. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. Westdale Mall Lease

The Amendment to Lease No. 2 extends the rental term from April 1, 2008, through June 30, 2009. Rent remains at its current level through June 2008, and the agreement stipulates no rental fee from July 2008 through June 2009.

McMenimen moved that the Board authorize president Tim Hill to execute the Amendment to Lease No. 2 on behalf of the Cedar Rapids Public Library. Elliott seconded and the motion passed unanimously.

b. Service contract with Robins

The city of Robins is going forward with the three-year contract agreement proposed by the Marion Public Library, which revises service fees from a flat fee for each library card issued to a per-capita fee. The contract will be phased in over three years, with income shared among the three Metro Library Network libraries. Robins is contracting separately with each of the three libraries.

McMenimen moved that the service contract between Robins and the Cedar Rapids Public Library be approved by the Board and that Tim Hill be authorized to execute the contract on behalf of the Cedar Rapids Public Library.

c. FY08 year-end projection and suggested use of surplus

Proposed expenditures of the year-end surplus, consisting primarily of monies from open positions, were presented for informational purposes. The total available is \$120,000, with over \$60,000 of the funds identified for alternate uses at this time.

d. Outsourcing update

The Board received an interim report from library management concerning the analysis to date. The committee is striving to compare city quotes with library job structure, and intends to have a written report to the City Council and library staff in the near future. The library is also arranging for a system audit of its IT setup.

e. RFP feasibility – scope and status

The RFP for a consultant to conduct a fundraising feasibility study will be presented for consideration at a special board meeting on June 12. The consultant will focus on private fundraising, interview key stakeholders, and gauge the level of support for library projects.

2. Building Committee – Doug Elliott, committee chair

a. RFQ responses and selection of firms for interviews

The 16 responses to the RFQ for architectural planning were assessed by the committee, and four firms are scheduled for interviews. The committee will conduct interviews and make its final selection on Monday, June 23 at 8:30 am in Beems Auditorium. All board members and interested parties are invited to attend.

b. Meeting with Doug Neumann of the Downtown District

Library and board representatives updated Neumann on library plans and discussed coordination of library projects and goals with those of the city, particularly relating to the city's riverfront development initiatives. The takeaway is that maintaining lines of communication among the downtown stakeholders will reap reciprocal benefits.

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

a. Updated Library Card policy

The Deposit Collection program for nursing homes, daycares and preschools ends on June 30. The library will cease deliveries to those agencies, but a Deposit Card will become available for use by their staff, allowing longer check out of library materials and fine exemptions.

McDermott moved to add the changes relating to Deposit Cards to the policy and Fleming seconded. The motion passed unanimously.

Consequent to the new service contract with Robins and the desire to maintain similar policies among the Metro libraries, the library will consider new approaches to provision of library service to communities without libraries. No changes will be made at this time on the issuance of non-resident cards.

b. Nominating Committee report– Susan McDermott, chair; Joe Lock, Tim Hill
Susan Corrigan has agreed to serve as President and Doug Elliott as Vice President. This slate of officers will be presented for vote in July.

c. Library Director search

The search committee, chaired by Susan McDermott, will consist of fellow trustees Joe Lock, Phyllis Fleming and Dennis McMenimen; library staff Tamara Glise and Lola Shull; Debbie Schroeder of Friends; and Christine Tabak representing the Foundation.

Eight firms submitted proposals, and two – Miriam Pollock + Associates and The Par Group - were selected for interviews to be conducted at a special board meeting at 4:00 pm on Thursday, June 12. McDermott urged the Board not to compromise the quality of the search process to meet a pre-determined timeline.

H. Director's Report – Interim Director Tam Glise

1. Action items

a. Library non-bargaining salaries FY09

The City proposed one step increase for FY09 and a 3% salary increase effective December 21. At the same time, medical costs are increasing.

Corrigan moved to approve the FY09 non-bargaining salary schedule and Elliott seconded. The motion passed unanimously.

2. Informational items

a. Thank you to outgoing Board members

In gratitude for the hard work of outgoing board members Tim Hill, Maureen Engle and Nancy Shey, Glise continued past tradition by asking each to select a book to be added to the library collection in their honor.

b. Strategic Plan Goals

A re-formatted version of the FY09 Strategic Plan Goals document is in the packet. Input from the Board indicated that the format easier to follow. Library managers will continue to polish and improve the document.

c. Zerzanek Appraisal RFP

One response was received to the RFP for an appraisal of the collection.

d. Out Loud/Giacoletto update

The May 15 visit by authors Elizabeth McCracken and Edward Carey was well received. The final event in this year's series is a visit by John Sandford on June 19 at 7:00 pm at the Theatre Cedar Rapids.

e. Downloadable Audio update

Overdrive downloadable is now live, and a media campaign is planned for later this month.

f. Disaster Planning

Tam Glise and Karen Johnson attended a workshop on disaster planning for libraries on May 21. This information will be used to create a plan for our library.

g. Electric Usage Chart

Dean Archer of the City Facilities department has provided a chart showing electric usage over the past several years. He credits the drop in usage this year to the new heat pumps.

h. State Library ICN Program on Statewide Planning

Board member Phyllis Fleming and Tam Glise attended this ICN session on May 8. Among many other topics, the issue of county funding was addressed. Libraries in the state indicated their reliance on the State Library to work on this issue statewide.

i. State Library ICN Program on Shared ILS

Tam will attend this program on June 18. The State Library is interested in beginning work on implementing a statewide automation system (catalog, circulation, etc). This session appears to be exploratory only.

j. Staff Task Forces

The Library First staff team has begun focusing on using short-term Task Forces to accomplish in-house goals.

k. Ergonomics Study

City Nurse Marilyn Fitzgerald visited the library to view staff workrooms in order to make suggestions for ergonomic improvements. A specialist will review the departmental arrangements on June 2. Many staff report repetitive stress injuries, particularly in the Circulation Department. We are committed to improving this situation.

l. American Library Association Annual Conference

Tam Glise and Carol Hoke will attend this conference in Anaheim, CA, from June 27-July 2.

m. Picturing America Grant

The library was awarded a grant for *Picturing America*, an initiative from the National Endowment for the Humanities. Carol Hoke wrote the proposal and will administer the program, which features masterpieces of American art. These reproductions will be displayed in Children's Services throughout next school year and related programming will be conducted.

n. Jem's Deli late rent schedule

A copy of this schedule is in the packet.

J. Old Business

None

K. New Business

On behalf of the Board of Trustees, Doug Elliott acknowledged the service of outgoing board members Tim Hill, Maureen Engle and Nancy Shey. Hill joined in thanking Shey and Engle for their hard work and time commitments for the library.

L. Adjournment