

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
January 3, 2008**

Board members present: 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; Assistant Director Tamara Glise; library staff members Rebecca Bartlett, Marie DeVries (Foundation), Barb Gay, Leon Green, Carol Hoke, Jeff Krohn, Chris North, Roger Rayborn, Christina Riedel, Lola Shull (for the union) and Kit Wong; Rochelle Holcomb (Friends); City Council liaison Brian Fagan; library planner George Lawson; and from the public Harriet Kalinsky.

A. Consent Agenda

1. Library Board meeting minutes

December 6, 2007

2. Financial Report - November

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

B. Public Comments

There were no comments from the public but several letters and newspaper items were included in the board packet.

C. Announcements

None

D. Operational Report – November

Glise commented that circulation is holding steady. Adult program statistics will get a boost from the upcoming Jewish literature series, Giacometto author series and Teen Read Week. However, with the elimination of the youth librarian and adult programmer positions in the FY08 budget, reaching prior levels for program numbers will be challenging.

E. Friends of the Library Report – Rochelle Holcomb

Friends voted to approve \$5,000 to support the Read the River intergenerational reading program. The Gazette is also preparing a special feature on the Friends to appear in a future supplement to the newspaper.

F. Foundation Report – Marie DeVries

The Foundation Board approved funding for the downloadable audio trial project and for a fundraising consultant should the Library Board decide to pursue that option.

The Foundation garnered \$74,000 in contributions in 2007, with DeVries noting the unpredictability of donations from year to year.

G. Advocacy Committee Report – Susan Corrigan

Strong Library, Strong Community – Town Meeting – January 7th at 7:00 pm

Notices to the media are going out for Monday's Town Hall meeting and Corrigan distributed an agenda.

H. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. Library budget presentation to the Council

The library budget presentation to the council will be Monday, January 7, 2008, at 5:00 pm.

b. Library purchasing authorization

The purpose of this change is to conform the library process more closely to the recently revised city procedures and authorization levels. Two options presented use either \$100,000 or \$50,000 as the cut off point for Library Board approval, and Barkema suggested the latter is sufficient for most library purchases. Action was deferred to the February meeting.

c. Correspondence from Westdale Mall manager

A letter will be sent to Westdale Mall management asking for a month-to-month lease extension through June 2008 and requesting a proposal for a lease renewal option for two additional years.

2. Building Committee – Doug Elliott, committee chair

a. Building program – Downtown and West Side

George Lawson Library Planning

Revised copies of the building program documents have been distributed, and Barkema expressed appreciation, echoed by George Lawson, for the many hours and valuable input contributed by staff over the past two years.

Lawson addressed the revisions, noting that the space requirements for the design and functional modifications to the downtown library appear to be a “fit” for the building's existing footprint. Language for safe room provisions and a table comparing current and planned space allocations are now included. Reference to a specific site or a type of structure for the West Side branch is eliminated, and that plan now addresses functional requirements only.

b. Timeline

Lawson's timeline delineates the sequential activities required to bring a building program to public vote by November 2009, a goal that he says can be met “if everything moves ahead.” City approval of library CIP funding requests heads the list. Various alternatives for the West Side structure could be included when the RFP for the Architect Selection is issued, as this contextual knowledge is essential for the subsequent Architectural Planning Phase. Lawson anticipates a 5-month timeline to develop a schematic architectural plan for Downtown and West. The building plan looks forward 20 to 30 years, but Lawson suggests revisiting it after three years. McDermott referred the Board to Policy 6.01 of the bylaws regarding the existing board policy on branch libraries.

Elliott moved to approve both Building Program documents as presented and McMenimen seconded. The motion passed unanimously.

Board members were asked to convey their thoughts on the structure of a steering committee and the best approach to solicit community involvement to Board President Tim Hill.

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

a. Religious fiction recommendation

McDermott presented a committee motion to continue the Religious Fiction section but change the criteria to be more inclusive. The motion passed unanimously.

Library staff will respond quickly to broaden the category and relocate materials to this shelving area.

I. Director's Report – Lori Barkema

1. Action items

a. Strategic plan

The new board vision and goals statements were submitted for approval. In February library staff will present the supervisory goals that correspond to the board goals and also the action plan with quarterly timetables. The first quarterly report will be in March.

Elliott moved to approve the Strategic Plan as presented and Fleming seconded. The motion passed unanimously. The plan will be presented to the city council.

b. Public Library Association and American Library Association attendance requests

Barkema asked the Board to approve sending the library's two newest supervisors, Rebecca Bartlett and Christina Riedel, and herself to the Public Library Association conference to be held in Minneapolis in March 2008. Board members are also encouraged to attend. The city has a new downtown library previously headed by Kit Hadley, who visited the Cedar Rapids Public Library in 2005 and spoke on "Can the Public Library Survive?" to kick off our strategic planning retreat and facility revitalization process.

Elliott moved and Lock seconded to approve staff attendance at this conference. The motion passed unanimously.

The American Library Association conference will be held in California in June 2008. Barkema sought approval to send Tamara Glise and Carol Hoke to this conference.

Fleming moved and McMenimen seconded the request, and the motion passed unanimously.

FY08 funds are available for both conferences.

2. Informational Items

a. Alliant Interruptible program

The Board reviewed participation in this program in April 2007 after an ice storm and the resulting interruptible requirements closed the library for 39 hours in February 2007. The Cedar Rapids Community School District recently opted out of the interruptible program, but this should have no impact on the frequency of library interruptible occurrences, according to Sam Page of Alliant.

b. Giacoletto grant update

The Metro Library Network has hired Rob Cline to coordinate and market the author series funded by this grant and now named Out Loud. Press releases will be issued mid-January. Rob is the marketing director at Hancher Auditorium and also past president of the Iowa Cultural Corridor Alliance. The Marion Public Library is acting as the fiscal agent for the funds.

J. Old Business

Corrigan said next Sunday's Gazette (January 6, 2008) will feature a guest column to communicate the Trustees' vision for the library.

Barkema redistributed an article on the Downtown Master Plan written by Monica Vernon, one of the city's new council members.

K. New Business

None

L. Adjournment