

**Cedar Rapids Public Library  
Board of Trustees  
Meeting Minutes  
February 7, 2008**

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

**Staff & others present:** Library Director Lori Barkema; Assistant Director Tamara Glise; library staff members Marie DeVries (Foundation), Barb Gay, Leon Green, Carol Hoke, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Christina Riedel, Pat Schabo, Lola Shull (for the union) and Kit Wong; Rochelle Holcomb (Friends); City Council liaison Brian Fagan; City Human Resources Director Conni Huber.

**A. Consent Agenda**

**1. Library Board meeting minutes**

January 3, 2008

**2. Financial Report – December**

*Corrigan moved to approve the consent agenda and Shey seconded. The motion passed unanimously.*

**B. Public Comments**

Hill congratulated Barkema and the library staff on a successful collaboration with the Cedar Rapids Museum of Art, which earned the library and museum two Icky Awards from the Iowa Cultural Corridor Alliance for the Hidden Treasure exhibit. Hill also thanked the Advocacy Committee, Foundation, Friends, Susan Corrigan and Bob Untiedt for their efforts to raise awareness of the library.

Numerous newspaper articles and letters from the public were also distributed in the board packet.

**C. Announcements – Staff Development Day – April 25<sup>th</sup>**

Barkema said a Staff Development (Half) Day is set for April 25<sup>th</sup> for in-house training and an opportunity for staff to familiarize themselves with other library departments. An expert on board development, Dixon will also be available to meet with the Board on that day as well if that works in their schedules.

**D. Operational Report – December**

Glise reported that circulation at Main was down 6 per cent but was offset by increases in reference questions and assists, as well as children's programs. West was up 3 per cent. Carol Hoke said Beems was closed several weeks for heat pump replacement which affected programming in December. She noted that increased Beems usage fees don't appear to be a factor in the drop in program numbers.

**E. Friends of the Library Report – Rochelle Holcomb**

Friends will decide next week whether to continue co-Entertainment sponsorship of the summer Downtown District’s Farmers’ Market. They are also seeking a new sponsor for the Babies and Books program, which was supported for many years by Hills Bank, and there is concern that the funding for the RIF (Reading is Fundamental) program might be cut.

**F. Foundation Report – Marie DeVries**

The Foundation board voted to continue its Entertainment sponsorship of the Downtown District’s Farmers’ Market this summer. Both DeVries and Corrigan stressed the need for volunteers to staff the library booth. Two new board members, Molly Altorfer and Natalie Ditmars, were welcomed at the February meeting. The Foundation will host a reception for donors on February 22<sup>nd</sup> prior to the Jazz at the ‘Brary performance.

**G. Advocacy Committee Report – Susan Corrigan**

Almost 400 people attended the Town Hall meeting on January 7, 2008. Corrigan noted the enthusiasm of participants and, on behalf of the committee, asked for board direction on a proposal to seek a change in state statutes to allow a levy vote in 2008. In view of the time commitment to mount a well-thought-out campaign and the status of large library projects (addressing anticipated long-term operational support shortfall and its building program), the consensus of the board is to first secure approval of the FY09 CIP funding feasibility study and architectural plan and then weigh the possibility of a combined levy/capital campaign in 2009.

**H. Library Board Committee Reports**

**1. Finance Committee – Dennis McMenimen, committee chair**

***a. FY09 Library budget and CIP presentation***

The budget packet was submitted to the City, and there was a follow-up meeting with the City Council this week.

***b. Correspondence with Westdale Mall***

Following a written request from the Board seeking some accommodation to the lease agreement for the West Side branch, Westdale Mall has offered a full rent abatement for FY09, effective July 1, 2008, a \$21,000 savings for the library.

***c. State Library – Enrich Iowa and ILL Reimbursements***

The State Library also faces budget cuts which would affect Enrich Iowa funding for Open Access, Access Plus and Direct State Aid. In recent years the Metro Libraries have particularly benefited from a change in the calculation of interlibrary loan reimbursements. According to Barkema, the library could potentially lose \$21,000 in funding which is used to maintain a strong collection. A letter from the Board to Governor Culver endorsed both the State Library and the Library Services Areas and the immeasurable value of their support efforts and programs to local library service.

***d. Library purchasing authorization***

Two options for revision to the Library Purchasing Authorization Flow Chart were presented, using either \$100,000 or \$50,000 as the cutoff point for requiring

Library Board approval. The current threshold is set at \$25,000. The increase mirrors a recent change in the city's purchasing authorization procedure, and Barkema recommended a \$50,000 limit, which should be sufficient for most library purchases.

*McMenimen moved to adopt the revised the Library Purchasing Authorization Flow Chart with a \$50,000 limit and Lock seconded. The motion passed unanimously.*

***e. Outsourcing IT, Finance, Maintenance – RFP process***

In response to city council recommendation, the Board will investigate the potential to achieve efficiencies by outsourcing some or all of the finance, information technology and maintenance activities, which represent approximately \$684,000 in annual wages and benefits for nine positions. Library staff prepared RFPs detailing job specifications and identifying the library's needs and expectations for each activity. These will be modified to a more user-friendly memo format and delivered to the City Council and its staff without delay. It was noted that the Board has a responsibility to examine this option as a means of finding operational efficiencies and funding other activities (such as increased collections funding), but the ultimate decision on this outsourcing, Hill noted, is up to the Board.

**2. Building Committee – Doug Elliott, committee chair**

***a. Timeline discussion***

- Appoint steering committee

The Board will move forward once the status of the FY09 CIP requests for a funding feasibility study and architectural plan is known.

- Present building program to City Council

The Strategic Plan and Building Program documents have been delivered to council members, and an informal meeting with the council will occur soon.

**- Request council support and CIP funding for architectural feasibility study**

The 10-year CIP plan has been matched with the above documents and will be included in discussions with the City Council.

- Operating Levy – Advocacy group asking for 2008 ballot option

The 2008 ballot option has been tabled.

- Ballot – election – November 2009

A decision to pursue a combined levy and bond issue in 2009 will be made after the meeting with the City Council.

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

Barkema stated her request for a closed session. Accordingly, Corrigan moved that the Board go to closed session as allowed by Iowa Code § 21.5(1)(i). Elliott seconded Corrigan's motion and a roll call vote was taken with all members saying "aye."

On coming out of closed session, Hill said the balance of the Agenda would be tabled until next month and that an informal meeting to present the Strategic Plan and Building Program to the City Council is to be scheduled for early next week.

**The Director's Report was not presented at this session and is repeated here for informational purposes. It will be tabled until the March Board meeting.**

## **Library Director's Report to the Board**

**February 7, 2008**

### **1. Action items**

#### ***a. Strategic plan – action plan from supervisory team***

Enclosed in your packet is the staff work plan with quarterly timetables. In March we will provide the first quarterly report. Please remember that this is a working document and will change as the staff accomplishes these plans.

*I am requesting your approval of the staff work plan.*

### **2. Informational items**

#### ***a. ICKY awards***

The Cedar Rapids Museum of Art and the Cedar Rapids Public Library won two ICKY's at this year's award event. The awards were for our collaboration on the Hidden Treasure exhibit of original children's book illustrations and for best visual arts presentation for that same exhibit. The Museum and the Library each have a trophy, and the Library's is displayed in the entry of the administrative office.

It was a pleasure to work with both Terry Pitts and Sean Ulmer at the Museum as they so generously shared their expertise. They are also sharing their knowledge on the RFP appraisal project which is the next step in our care of the Zerzanek collection.

#### ***b. Out Loud – Giacoletto grant update***

Plans are well underway for these author events and details about authors will be released soon! The packet includes our Out Loud logo and press release from Rob Cline, who is coordinating these programs for the Metro Library Network.

#### ***c. Jazz at the 'Brary***

Dennis Green, KCKK, and I worked together to request and receive funding from Bradley and Riley to support the program this year. Please convey your thanks to Tim Hill for meeting with us and making it possible for us to continue our 14-year tradition of Jazz at the 'Brary.

#### ***d. Security incident report – 2007***

Each year we include an annual security incident report in your board packet so that you are aware of these issues. The Library has a security guard during open hours, and our contract for this service has recently been assumed by Per Mar.

#### ***e. Confidentiality and ethics issues***

Confidentiality of patron records is a key library value. We are committed to asking each staff member to sign off on an agreement to honor this value and that document is included in your packet. Also included in your packet is a staff confidentiality agreement and we are requesting your support on this issue. This will be posted on the staff intranet and in our document folders.

All seventy-eight library staff attended mandatory city ethics training from October 2007 through January 2008. We are committed to being an ethical organization.

#### ***f. Jem's Deli***

Please see the payment schedule for Jem's.