

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
March 6, 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 Rebecca Bartlett; 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

February 7, 2008

2. Financial Report – January

3. By-laws change – purchasing authorization approved at February 2008 board meeting

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

B. Public Comments

Hill noted that library patron Tammy Simon was unable to attend the meeting to express her concerns to the Board, but information is included in the packet. Hill thanked the library staff for their professional response.

C. Announcements

Barkema said the Iowa Library Association Legislative Day is scheduled in Des Moines on Tuesday, March 11th. She understands that the Board's January 2008 letter to the Governor in support of State Library funding is now being used by lobbyists in talks with legislators.

Plans are continuing for Staff Development Day on April 25th.

D. Operational Report – January

Glise reported that circulation numbers would actually be up for the year had the library been open Sundays in the summer of 2007, an estimated loss of 24,000 items checked out.

E. Friends of the Library Report – Rochelle Holcomb

The Friends expect a smooth transition when several members leave the board this May. The board voted not to continue its entertainment sponsorship of the Downtown

District's Farmers' Market next summer, which is costly for a non-profit. The Friends, Holcomb noted, have sent a letter to the Library Board endorsing the Library Director and the course Barkema has set for the library.

Holcomb expressed some concerns to the Board, particularly about security issues in the library, which the Board addressed.

F. Foundation Report – Marie DeVries

A donor reception was held prior to the February Jazz at the 'Brary performance. The Foundation also partnered with the Indian Creek Nature Center on two programs in February, Paddle Day and an event for the intergenerational reading program Read the River. In order to reach out to the community and market the library, the Foundation will continue its entertainment sponsorship of the Downtown District's Farmers' Market this summer.

The Development Work Group will meet soon to begin compilation of names of library supporters.

DeVries later passed around a disc from a collection of interviews with Cedar Rapids and Linn County residents from the 1980s. These were recently transferred from tape to disc through a grant from the Linn County Historic Preservation Commission and are being cataloged for the library collection.

G. Advocacy Committee Report – Susan Corrigan

The committee will be contacting library supporters who attended the Town Hall meeting held in January 2008.

H. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. FY09 Library budget and CIP presentation

The committee will meet again after the City Council approves the final FY09 budget, which should occur next week. The Board has the authority to enter into contracts for architectural planning and the funding feasibility study once the budget is final. Hill asked that the building committee take the lead for the architectural selection RFP and the finance committee handle the RFP for the funding feasibility study.

b. Outsourcing IT, Finance, Maintenance - status

McMenimen reviewed information from informal discussions between City Council members, the City and library staff. The City would assign a financial analyst to the library who could be onsite as needed. The library has to define its needs and also form an agreement with the Friends and Foundation regarding financial services provided to those organizations. McMenimen expects a bid from the City next week for committee review.

The facilities maintenance discussion will be deferred until completion of the heat pump replacement.

The City is currently reviewing its IT organization and is not yet ready to take on the library's needs.

c. Linn County Funding

Linn County appropriations to county libraries for service to rural residents currently stand at \$18.90 per capita, as compared to an expenditure of \$34.96 per capita paid by Cedar Rapids' residents. The figures provide context for the letter discussed below.

d. Non-resident cards – letter from Marion Public Library board

The Marion Public Library Board of Trustees proposes to change its FY09 library service contract with Robins from a fee of \$25.00 per card issued to a per capita fee of \$18.90. The monies will be shared among the Metro Libraries, based on the percentage of items checked out by Robins residents at each library the prior year, with the increase phased in over a three-year period. (Marion residents now pay \$34.80 per capita for library service.) The consensus of the Cedar Rapids Board is to support the Marion Public Library proposal and to continue to seek more equitable funding from the county.

2. Building Committee – Doug Elliott, committee chair

a. Timeline

Included for informational purposes.

b. Steering Committee

Formation of the steering committee will become more clear as plans move forward, according to Hill.

c. George Lawson – architectural selection services contract

A copy of Lawson's proposed contract for architect selection services was distributed. The library can start this process once the budget is certified.

d. Heat pump replacement project status/geothermal status

Recent newspaper articles included in the packet mirror the Board's questions on the use of open-loop geothermal systems. Elliott and the committee will continue to monitor the geothermal option.

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

a. 2/7/08 Board closed session – storage of meeting minutes with City HR

Hill moved that all materials from the February 7, 2008, closed session be stored with the City Human Resources Department. Corrigan seconded and the motion passed unanimously.

b. Closed session for personnel matters (pursuant to Iowa Code § 21.5(1)(i))

Deferred until after presentation of the Director's Report.

I. Director's Report – Lori Barkema

1. Action items

a. Strategic plan – action plan from supervisory team

Barkema presented the staff work plan with quarterly timetables and the first quarterly report for board approval. The Board asked that the format be changed to incorporate the library action plan with the Board's Strategic Plan line items, and no action was taken.

b. Conference requests – ISAIC

Barkema asked board approval for two conference requests for Barb Gay: *

1. State Associations of Addictions Services 2008 National Conference, June 22-25 in Orlando, Florida. Conference and travel expenses will be covered by IDPH Substance Abuse FY08 funds.

2. Substance Abuse Librarian and Information Specialist (SALIS) Conference, May 6-9 in Seattle, Washington. Conference and travel expenses will be covered by IDPH Substance Abuse FY08 funds.

c. Holiday closing - Easter

The library traditionally closes on Easter Sunday. The library is closed by union contract on Good Friday.

**McMenimen moved to approve the conference requests and to close the library on Easter. Lock seconded and the motion passed unanimously.*

Board consensus is that, on going forward, requests for conference attendance when approved by library management and funded from an outside source, and library holiday closings not included in the union contract but approved by library management be placed on the consent agenda.

2. Informational items – old business

a. Review of items from February 7, 2008 agenda

1) ICKY Awards

The Cedar Rapids Museum of Art and the Cedar Rapids Public Library won two ICKY's at this year's award event for collaboration on the Hidden Treasure exhibit of original children's book illustrations and for best visual arts presentation for that same exhibit. The Library's trophy is displayed in the entry of the administrative office. Both Terry Pitts and Sean Ulmer at the CRMA generously shared their expertise in the collaboration and are also sharing their knowledge on the RFP appraisal project which is the next step in the care of the Zerzanek collection.

2) 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.

3) 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.

4) 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.

5) 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.

6) Jem's Deli

Please see the payment schedule for Jem's.

3. Informational items – new business

a. HVAC updates

Jeff Krohn, Dwight Dohlman and Barkema meet twice monthly with the contractors to review progress on the HVAC project. The project is on schedule, and Jeff's knowledge of the building is a tremendous asset. He is working to mitigate the noise issues, which perhaps stem from the unaccustomed sound of functioning heat pumps

b. ICN contract issue

Roger Rayborn provided background on ICN's request that the library sign off on a new contract initially made last fall between the ICN and the Cedar Rapids Community Schools. Although the library was not included in the discussions, it did benefit from the accompanying increase in band width since the connections pass through the library. There appear to be no additional obligations incurred by signing, and State Librarian Mary Wegner believes this might be more of a legal issue. The contract has been sent to the city attorney for review.

c. Logo project

Barkema and Glise have met with a graphic designer to update the library logo. With the basic concept in hand, a team of frontline staff will take on the project and present results to the Board in the spring.

d. LEAN and Library First Team

The Library First team implementation plan for the LEAN Claims Returned Process is included in the packet and will be presented in department meetings and at the Staff Development Day. Team members are Yongan Wu, chair, Peggy Kubczak, Mary Goldsmith and Gerry Hopkins. The team's next task will be to refine the system for Beems Auditorium reservations.

e. Zerzanek appraisal RFP

The RFP for appraisal of the Zerzanek art collection is ready to be sent out with bids due March 25, 2008. The expertise of Judy Lehman, city purchasing manager, with suggestions from Terry Pitts and Sean Ulmer of the Cedar Rapids Museum of Art, has been invaluable in preparing this document. \$50,000 is in the CIP budget, but the actual cost may be less.

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

b. Closed session for personnel matters (pursuant to Iowa Code § 21.5(1)(i))

Corrigan moved to go to closed session under Iowa Code § 21.5(1)(i) at the request of Lori Barkema. Elliott seconded Corrigan's motion and a roll call vote was taken with all members saying "aye."

The Board went into closed session at 5:30 pm.

On coming out of closed session at 7:30 pm, Hill moved that the Board authorize him to act on behalf of the Board to retain John Langhorne for management consultant services for a fee not to exceed \$10,000 total. A vote was taken with all members saying "aye."

Hill then moved that the minutes and tape of the closed session, including any related materials, be stored with the City Human Resources Department. Elliott seconded with all members voting "aye."

J. Old Business

None

K. New Business

None

L. Adjournment