

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

Board members present: President Tim Hill, Vice President Susan Corrigan and board members Doug Elliott, Maureen Engle (by phone), 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, Jeff Krohn, Chris North, Roger Rayborn, Christina Riedel, Pat Schabo, Lola Shull (for the union) and Kit Wong; Greer Fry (Friends); City Council liaison Brian Fagan.

A. Consent Agenda

1. Library Board meeting minutes

March 6, 2008

2. Financial Report – February

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

B. Public Comments

None other than those included in the board packet.

C. Announcements

Plans are continuing for the upcoming Staff Development Day on April 25th. Barkema asked that board members let her know if there is an interest in a board retreat on that date with Sandy Dixon of the State Library.

Hill and Marie DeVries spoke at the Optimist Club on April 3rd, and three additional service club speaking engagements are scheduled for this month. Hill observed a favorable interest in library plans but responses indicate the need to be sensitive to the parking issue and consideration of supplemental user fees.

D. Operational Report – February – Tamara Glise

Glise reported February figures were up, but noted that circulation was curtailed last year when the library was closed 39 hours under the Alliant Interruptible program. ISAIC website hits rose 62%, and Barb Gay remarked on the heavy promotion and frequent updating of the well-used site.

E. Friends of the Library Report – Greer Fry

The Friends spring newsletter was mailed recently. The group has also approved \$5,000 in funding for the adult, children's and young adult summer reading programs.

F. Foundation Report – Marie DeVries

DeVries and Barkema have conducted preliminary telephone interviews with several fundraising consultants regarding a feasibility study. Once the field is narrowed, an interview task force representing the Foundation, Friends and Library boards will be set up to select a consultant. That consultant would initially evaluate the capacity of the Foundation office to enter into a fundraising campaign. If warranted, the consultant would proceed with a feasibility study to gauge the level of support among the library-related boards (Trustees, Friends, Foundation) and community leaders for a capital campaign.

A discussion by library board members centered on activity timelines and the need for coordination of plans and procedures for both a levy referendum and a building program/capital campaign. The Board also considers it prudent to include West in the general conversation as plans move forward. Hill encouraged DeVries to coordinate Foundation efforts with the finance committee.

DeVries also urged board members to sign up to staff the Foundation booth at the seven Downtown District's Farmers' Markets scheduled this summer.

G. Advocacy Committee Report – Susan Corrigan

No report.

H. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. FY09 Library budget and CIP

McMenimen summarized the budget status. The approved budget figure is \$61,560 short of the original request. He reviewed possible options to cover the shortfall and asked members to convey their thoughts to the committee.

b. Library comparative data

McMenimen called attention to comparative data on staffing organization and salaries among selected Iowa and Midwest public libraries.

c. Outsourcing IT, Finance, Maintenance

McMenimen reported receiving a bid of \$47,815 from City Finance to undertake library purchasing/accounts payable and timekeeping/payroll functions. The issue is under review.

Barkema, Roger Rayborn and Leon Green met with new city IT manager Bill Carr to review the library RFP. City IT is not yet able to take on the library's IT requirements, but Carr's recommendations that the library evaluate its IT skill set needs and look at standardizing hardware and software have been incorporated into the action plan.

Barkema, Jeff Krohn and Kit Wong met with Expert Janitorial regarding expanding its maintenance activities and a bid is expected.

d. Funding feasibility study – RFP status

See Foundation report.

e. Non-resident cards – Linn County Libraries meeting April 16, 2008 at 9:00 am
Barkema, Lily Lau (East Central Library Services) and Susan Kling (Marion Public Library) have called a meeting of Linn County libraries to discuss the proposed service contract between Marion and Robins, which may be one step toward a more equitable funding formula for county libraries.

f. Marion Public Library contract with Robins

The Marion Public Library Board of Trustees proposes to change its FY09 library service contract with Robins from a service fee of \$25.00 per card issued to a per capita fee of \$18.90, with the increase phased in over a three-year period. 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.

McMenimen moved to authorize the participation of the Cedar Rapids Public Library in the contractual arrangement. Elliott seconded and the motion passed unanimously.

2. Building Committee – Doug Elliott, committee chair

a. Timeline

The Board would like to see more detail in this document.

b. Steering Committee

Formation of a steering committee will follow selection of the fundraising consultant.

c. George Lawson – architectural selection services contract - West

Barkema said the contract is ready and Lawson can begin at any time.

d. Architect RFP – Downtown status

Consensus of the Board is to move ahead with George Lawson's architectural selection contract and architect RFP. The RFP is to include the Downtown library and also incorporate preliminary figures and information on West.

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

a. 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 - reformatted

Barkema presented the staff work plan with quarterly timetables, now including the outsourcing process and reformatted to incorporate the Board's strategic plan, for board approval. The first quarterly report, noting items accomplished and those in process, was also included in the packet. Action on this plan was deferred to the May meeting, when more time will be allowed for discussion.

2. Informational items

a. ICN contract issue

The library has received suggestions from City Attorney Jim Flitz and has contacted ICN to clarify these issues.

b. ISAIC – 35-year anniversary

The Iowa Substance Abuse Information Center is celebrating the 35th anniversary of providing Iowans with free and accurate resources on substance abuse and related issues. ISAIC will host an open house on May 1st for library staff. ISAIC

will have a display in the library, a slide for the lobby monitor and a banner on the library website. As a statewide service, ISAIC will send out special materials with all substance abuse orders from the library and clearinghouse during May.

c. Logo project

A staff committee met with a graphic designer to update the library logo. Drafts of a possible logo for the Friends, Foundation and Library are included in the packet.

d. Out Loud/Giacometto – author line-up announcement

Featured authors for the upcoming Out Loud! series, a collaboration between the Metro Library Network libraries, are Bruce Hale, Elizabeth McCracken, Edward Casey and John Sandford. Barkema expressed thanks to event coordinator Rob Cline for lining them up.

J. Old Business

None

K. New Business

None

H. Library Board Committee Reports

The policy and personnel report was deferred to the end of the meeting.

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

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

Corrigan moved that the Board go to closed session as allowed by Iowa Code § 21.5(1)(i) at the request of Lori Barkema. 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, Elliott moved to schedule a special meeting of the Board of Trustees at 4:00 pm on Wednesday, April 23, 2008.

McMenimen seconded and the motion passed unanimously.

L. Adjournment

The meeting adjourned at 7:31 pm.