

**Cedar Rapids Public Library  
Board of Trustees  
Meeting Minutes  
May 1, 2008**

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

**Staff & others present:** Assistant Library 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; Human Resources Director Conni Huber; and representatives from the public and media.

**A. Consent Agenda**

**1. Library Board meeting minutes**

April 3, 2008 and April 23, 2008

**2. Financial Report – March**

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

**B. Public Comments**

None

**C. Announcements**

None

**D. Operational Report – March– Tamara Glise**

The decline in the deposit collection numbers is attributed to a new regulation requiring daycares to maintain their own book collection.

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

Seven new members will be joining the Friends board and three leaving. Friends sponsored the luncheon for Staff Development Day on April 25<sup>th</sup>. The annual media sale will be held in the main lobby of the library on June 12<sup>th</sup> and 13<sup>th</sup>. Declining book donations might affect continuation of the book cart at the summer Farmers' Market.

**F. Foundation Report – Marie DeVries**

Mark Settle of ISU Extension has experience with numerous levy campaigns and is available to talk with the Board of Trustees. Hill recommended that Settle meet with the finance committee. DeVries and Dennis McMenimen have also spoken with several fundraising consultants.

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

Corrigan will speak to the League of Women Voters on May 15<sup>th</sup>. The organization has expressed interest in understanding the library plans for the future, such as the building program and the operating tax levy.

## H. Library Board Committee Reports

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

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

The City approved all but \$61,560 of the library's FY09 budget request of \$4,051,367. The Finance Committee recommends that the proposed budget be balanced by reducing the budget by \$61,560 through (i) eliminating \$7,000 of equipment purchases, (ii) eliminating \$3,000 of training, (iii) not hiring a proposed clerical position at a savings of \$27,000 and (iv) reducing collection acquisition by \$24,560. The reduction in collection will be offset by an increase in collection acquisition in the current year from the year-end surplus arising from open positions. The overall increase above FY08 funding allows for restoration of summer Sunday hours and no staffing cutbacks.

*Corrigan moved to approve the budget recommendation and Fleming seconded. The motion passed unanimously.*

#### ***b. FY08 year end projection and suggested use of surplus***

A year-end surplus of approximately \$120,000, primarily due to open staff positions, is projected. A portion of that will be used to accelerate collection purchasing in FY08 to offset the FY09 reduction and maintain current levels.

#### ***c. Confirmation of Westdale Mall lease***

The terms of the extended lease for next year will be confirmed with mall management. A written lease or lease extension is expected.

#### ***d. Use of bonding for collections***

No new information was provided.

#### ***e. Outsourcing IT, Finance, Maintenance – update***

The committee continues to work through this process and will ultimately provide a detailed report of committee findings and its decision.

#### ***f. Marion Public Library contract with Robins – update***

The Marion Public Library (MPL) seeks to revise its library service contract with Robins from a flat fee of \$25.00 per card issued (equal to \$4.37 per capita) to a more equitable per capita fee of \$18.90, equivalent to the cost paid by Linn County residents. The contract would be phased in over three years, with income shared among the three Metro Library Network libraries. Should Robins not agree to the contract, MPL will suspend service to Robins residents beginning July 1, 2008, and the other Metro Libraries will follow suit.

#### ***g.. Non-resident cards – Linn County Library Association meeting April 16, 2008***

A growing preference among libraries is to negotiate service contracts with cities that have no library service and to phase out the issuance of individual non-resident cards. As the Metro Library partners coordinate efforts for more equitable county funding, they also will evaluate contract fees and the continued sale of non-resident cards. The Cedar Rapids library currently contracts with Alburnett at an approximate rate of \$5.00 per capita.

#### ***h. Hotel-Motel grant notification***

The library's hotel-motel grant request was not funded.

#### ***i. Feasibility – Library building and tax levy – RFP status***

McMenimen and DeVries are making progress on structuring a plan to fund the building program and increase the operating levy. A recommendation on a

consultant to conduct a funding feasibility study and gauge the level of community support is expected in June or July. Hill and others had an informational meeting with the Hall Perrine Foundation and will meet with Doug Neumann of the Downtown District.

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

***a. Meeting with George Lawson April 21, 2008 – draft RFQ***

The architect selection process and Request for Qualifications (RFQ) document were discussed with Lawson on April 21, and a follow-up meeting was held on April 29<sup>th</sup>. The resulting RFQ was presented for board approval.

*Elliott moved to approve the RFQ document and Corrigan seconded. The motion passed unanimously.*

The building committee will expand to again include representatives from Friends, the Foundation, and the City, with Council liaison Brian Fagan serving in an ex officio capacity.

***b. Timeline – update***

Elliott stated the committee's goal is to actively proceed with the building program and selection of an architect for renovation of the Downtown facility.

***c. Architect Selection – RFQ invitation***

The board-approved RFQ will be issued immediately with submittals due on May 27, 2008. Architect interviews are planned for June 23<sup>rd</sup>, and the committee aims to bring a contract with an architectural firm to the Board for approval on July 3<sup>rd</sup>.

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

***a. Interim Director appointment and salary***

Engle stated the recommendation of the committee to name Assistant Director Tamara Glise as Interim Director, to include a 5 per cent salary increase retroactive to Lori Barkema's resignation.

*Lock moved to approve the committee recommendation and Fleming seconded. The motion passed unanimously.*

***b. Library Director search***

Corrigan explained the committee decision to issue an RFQ to hire a search firm to select a roster of qualified candidates at an estimated cost of \$15,000 – \$18,000.

The policy and personnel committee will take the lead in this process, with the intent to hire a firm and appoint a search committee by June. Corrigan asked that observations on the makeup of that committee and the interview process be directed to her. It was noted that the RFQ language needed to be updated to reference the Library Board of Trustees as the issuer of the request.

*Corrigan moved that the Library Board of Trustees issue a Request for Qualifications for Executive Search Services for a Library Director, with submittals directed to Judy Lehman, city purchasing services director. Elliott seconded and the motion passed unanimously.*

***c. Nominating Committee report – Susan McDermott, committee chair – officers for FY2009***

Hill has asked Susie McDermott and Joe Lock to serve as a nominating committee for FY2009 board officers, and an officer slate will be presented as an action item in June.

**I. Director's Report – Assistant Director Tam Glise**

**1. Action items**

***a. ICN contract issue***

Roger Rayborn explained that an agreement was initially made between the ICN and McLeod to supply internet to the library. Last year additional bandwidth was provided to the Cedar Rapids Community Schools using the connection which passes through the library. The library now has the capability to expand its bandwidth if needed. The ICN now requires the library to sign a contract amendment, extending service into 2023 and allowing the library a 30-day notice to cancel. It was reviewed by the city attorney and Rayborn recommended signing.

*Lock moved to approve signing the contract amendment and McMenimen seconded. The motion passed unanimously.*

**2. Informational items**

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

Input is being sought from the management team and Board to streamline and revise this document.

***b. Out Loud/Giacoletto – update and report on first author visit***

The library acquired a signed cartoon drawing for the library collection from youth author and illustrator Bruce Hale, the first guest author in the Metro Library Network Author Series held on April 29<sup>th</sup>.

***c. Downloadable audio – update***

Staff training for this new program has taken place. It is hoped that the go-live date will be in early May.

***d. PLDS survey***

The library's annual Public Library Data Service Survey has been completed and submitted. This survey provides libraries with comparative data nationwide.

***e. ISAIC anniversary – update***

The Iowa Substance Abuse Information Center is celebrating 35 years of service as a part of the Cedar Rapids Public Library. The service began as a result of a community survey, and the library responded with a grant application to provide a statewide resource center. The service began in 1973 and continues today as one of the nation's leading alcohol and drug resource centers.

***f. ISAIC gambling funding***

There was a proposal late in this legislative session to reduce funding for problem gambling treatment by 50%, which would include funds allocated to ISAIC. As the final legislative week wrapped up, it appeared that efforts to stop this cut were successful. More details will become available, and ISAIC will be notified of approved IDPH budgets later in May.

**J. Old Business**

None

**K. New Business**

Lock noted that the terms of three board members will expire on June 30, 2008. The Mayor and Council have a new procedure in place for consideration and interviewing of interested candidates, and the Board is welcome to submit recommendations, per

Brian Fagan. Applications are routed through the City Manager's office, and Fagan will contact Kim Greene if the Board would like to view copies of the submissions.

**L. Adjournment**