

**Cedar Rapids Public Library
Board of Trustees
Special Meeting
June 23, 2008**

Board members present: President Tim Hill, Vice President Susan Corrigan, Doug Elliott, Maureen Engle, Phyllis Fleming, Susan McDermott and Dennis McMenimen.

Staff and others present: Interim Director Tam Glise; library staff members Rebecca Bartlett, Marie DeVries (Foundation), Barb Gay, Patricia Holderness, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Christina Riedel, Pat Schabo, and Kit Wong; Rochelle Holcomb and Sally Harms (Friends); Chris Schuety (Foundation); Marion Public Library Director Susan Kling; and representatives from the media.

This special meeting was held at the Marion Public Library Public Library to discuss immediate and long-range plans for the library in light of the recent flood. President-elect Susan Corrigan presided.

A. Recovery Update – Tam Glise

Glise distributed flood recovery planning documents and an inventory of suitable retail property available for lease as an interim facility.

The City has hired Adjusters International (AI) to oversee the recovery and assure compliance with FEMA regulations and procedures. The City has the library at the “top of the list” of buildings slated for clean up and assessment.

The Zerzanek illustrations appear undamaged, but the entire collection must be treated for mold and contaminants as a safeguard. This collection, along with the Fire and Ice sculpture and Landwave painting, are en route to Detroit in a freezer truck for preservation action. The bronze Generations statue, children’s mural and stained glass window will be tested for contaminants, but it is believed they can be restored on site. The children’s area is encased behind plastic. Though the area is contaminated, there may be options for treatment and items should be salvageable.

Due to toxins and poor air quality, entry to the building is not allowed without protective equipment, but the library will be permitted access to retrieve the servers needed to get the computer system operational. Staff will need to compile an inventory of equipment in the building once more liberal access is granted.

FEMA will reimburse the City for 75% of flood-related costs, the State 10% and the remaining 15% will be borne by the City. Damages and costs must be thoroughly documented. Once volunteers are mobilized, their labor is valued at \$10 per hour. FEMA pays to return a building to original condition, but it is understood that some redesign and architectural service costs can be covered. Emphasis is placed on documentation and working within FEMA guidelines.

AI advises the immediate purchase of materials needed to carry on. We are essentially working outside the budget. A meeting with AI planned for Wednesday, June 25 should clarify the procedures.

B. Planning Discussions

Two obstacles – and priorities – at this time are communication and space.

Communication:

A call site is being set up at City Hall North to field calls to the library's 398-5123 number, provide information to the public and compile contact information from potential donors and volunteers. The Hiawatha Public Library is working with our staff to create a temporary website for the library.

The Unicorn server which controls the Metro Network circulation system has been up, and once the other servers are retrieved and set up, the e-mail system will be operational. All staff is deployed and regular staff meetings are held. A meeting room at the Marion Public Library is available for our use through July.

Of importance now is locating a suitable interim space to install phone and computer lines, as well as house staff, equipment and the collection.

Space:

The library currently has its West branch and two separate temporary spaces at Westdale Mall. There is need for a sizable space to put the server and the collection and serve as a workspace for staff and volunteers.

General consensus favors a facility of approximately 24,000 sq. ft., as originally set out in the building program for the West branch, on the west side, possibly close to downtown, with ample parking. The site might later serve as an expanded West branch. Staff had researched potential available real estate, but most options are smaller and few fit these criteria. There is presently no viable space alternative in Westdale Mall.

DeVries volunteered to look into professional realty services.

Management staff will act expediently to locate a suitable interim facility for lease subject to board approval.

Other planning suggestions once space and computers are available:

- 1) Send a board representative to weekly city council and planning meetings.
- 2) School libraries are opening to let children get books. Could library employees help staff them?
- 3) The Friends have 30,000 books available for selection that could help supplement the permanent library collection or be used as an "honor" lending library.
- 4) The New York City Public Library has a "wish list" registry on its website, where patrons can purchase books for the collection.
- 5) Connect with library advocates.
- 6) Seek preservation grants.

The Board looks to move forward, though carefully, with the building program, perhaps scheduling the architect interviews for early July. Elliott will forward the RFQ to the Board for input, contact library planner George Lawson and apprise the selected firms of the altered circumstances.

ISAIC report:

The ISAIC Clearinghouse facility, which houses informational items for distribution, also sustained flood losses. Barb Gay reported that Iowa Department of Public Health

(IDPH) funding for ISAIC and its rented Clearinghouse is paid to the Cedar Rapids Public Library. The City, not the landlord, is therefore responsible for the cleanup. The building is on the Munters recovery crew priority list after the main library.

ISAIC personnel, although funded through the IDPH contract, are library employees and are being deployed along with the other library staff. The statewide helpline is being covered by the Foundation 2 Crisis Center indefinitely.

Flood-related volunteer hours are FEMA reimbursable. Trustees are encouraged to report applicable time spent on library flood issues to library administrative staff.

C. Adjournment