

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

Board members present: President-elect Susan Corrigan, Vice President-elect Doug Elliott, Maureen Engle, Phyllis Fleming, Tim Hill, Joe Lock and Susan McDermott.

Staff & others present: Interim Director Tamara Glise; library staff Marilyn Bailey, Rebecca Bartlett, Anneli Byrd, Marie DeVries (Foundation), Barb Gay, Leon Green, Carol Hoke, Patricia Holderness, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Pat Schabo and Lola Shull (for the union); Rochelle Holcomb (Friends); Chris Schuety (Foundation); Susan Kling director of the Marion Public Library; Lily Lau of East Central Library Services; library planner George Lawson and representatives from the public and media.

A. Consent Agenda

1. Library Board meeting minutes

June 5, 2008 and June 17, 2008

2. Financial Report – May

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

B. Public Comments

None

C. Announcements

The selection of new trustees was in the interview process but the appointments are now delayed. Trustees Maureen Engle and Tim Hill offered to continue on the Board until their replacements are named, which is in accordance with their appointments. Both Corrigan and Fleming reported attending recent City Council proceedings. A letter from the Hall-Perrine Foundation directed to 501(c)3 organizations was received. The letter expresses the foundation's concern and requests a meeting to inform them of the library's proposed course of action. Representatives from the Foundation, Friends and Trustees will follow up.

D. Operational Report – May

Access to library statistics is currently limited, but an abbreviated report is included in the packet.

E. Friends of the Library Report – Rochelle Holcomb

The Babies and Books materials were lost in the flood, but all donated books stored in the Cherry Building were spared. New donations will be accepted once the sorting center is restored. The annual book sale is on hold until 2009, and a new location may be needed if the Veterans Memorial Coliseum is not ready for use.

F. Foundation Report – Chris Schuety

The Foundation approved reimbursing the cost of fulltime status for Marie DeVries as a specialist in external communications in the event the library is not reimbursed by the federal government. The move to fulltime status is directly related to the flood.

Plans are to continue the Downtown Farmers' Market booth if the event is relocated.

G. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. Revenue losses for June 2008

In the aftermath of the flood, library fines are being waived and most of the collection is not in circulation. Wong estimates the library will lose \$7,000 to \$10,000 in fines through June 30, but he expects FY08 totals to be greater than were budgeted for. There is currently no revenue from the ISAIC Clearinghouse.

b. Revenue projections

The City estimates a \$3 million revenue loss for June and is calculating projected losses.

c. Outsourcing update

The committee recommends tabling the outsourcing study for now. The temporary relocation of library services and change in IT configuration has also interrupted the IT consultation underway with Erb's and McGaldrey's. This assessment will be revisited once a larger, more permanent interim site is set up.

d. Contractual agreement with Marion and Hiawatha libraries

Glise will take the lead to determine a fair charge for system services to the Marion and Hiawatha libraries given Cedar Rapids' inability to provide the full scope of service due to flood disruptions.

2. Building Committee – Doug Elliott, committee chair

a. RFQ responses and selection of firms for interviews

An amendment to the Request for Architectural Qualifications reflects the need to restore the flood-damaged downtown library and to establish a temporary site, with attention to working with the City and its consultants within FEMA guidelines in the recovery process.

The committee wants to move forward expeditiously to plan and design the interim site, and Lawson said this could be accomplished near-term with a separate contract, as long as it meets city requirements.

Interviews are rescheduled to Monday, July 14, 2008, at the East Central Iowa Council of Governments (ECICOG) offices. The committee will conduct open interviews, beginning at 8:30 am, and will then meet to form a recommendation. The full board will convene at 4:00 pm for discussion and action.

b. Selection of temporary library location

DeVries shared a Letter of Intent regarding rental of the former Big Lots property at Westdale Mall. The Board will publish its Intent to Lease and hold a public hearing, scheduled for 4:00 pm on Tuesday, July 8, 2008. If the Board approves, the owner will prepare a lease subject to oversight by the city attorney and Adjusters International (AI).

According to AI, it is understood that FEMA will pay 75% of costs for furnishings, equipment and rental to bring a temporary location up to library standards. Once the downtown facility is restored, FEMA is out of the picture, but Glise said it may be up to a year before that building is ready for occupancy.

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

a. Slate of officers for FY2009

McDermott moved to elect Susan Corrigan as President and Doug Elliott as Vice President. Lock seconded and the motion passed unanimously.

b. Public relations/flood recovery support

Noting that Marie DeVries' move to fulltime status is directly related to the flood, Corrigan moved that the Board agree to that change in status retroactive to June 16, 2008. Fleming seconded and the motion passed unanimously.

H. Director's Report – Interim Director Tam Glise

1. Informational items

a. Recovery update

Glise shared photos of the tight quarters at the annex space at Westdale Mall. The 32,000 library items in circulation at the time of the flood are returning, and the Marion and Hiawatha libraries are placing them back in circulation.

As the emergency period draws to a close, the Munters cleanup crew will finish next week, and a new contractor will begin mold remediation. These activities are overseen by AI. The children's area had been sealed off and treated, and tests indicate no mold contamination. No structural problems are anticipated.

Librarians are exploring grants to supplement recovery, but are aware that grant funds may be deducted from FEMA funding. Responding to an offer of assistance from the Junior League, staff created a wish list of needed items.

The Out Loud series will conclude with John Sandford's visit rescheduled for July 22 at the Washington High School Auditorium. ALA has allowed postponement of the grant-funded Jewish literature series. The library also hopes to participate in an oral history project pertaining to the flood and house the accounts at the West branch.

Glise expressed appreciation for the support provided by the city manager's office.

b. Updates 30-day staff plan

This document was distributed. Managers are the only staff allowed in the main library and have undertaken the equipment inventory, as well as other unaccustomed duties.

c. Staff resources and concerns

Managers attended an EAP informational session June 27 and also met with EAP staff, who will make a presentation to all library staff. Staff concerns about overtime hours and overtime pay are being addressed through City HR.

d. Opening Day collection

Because space is an issue, the library cannot accept donations of materials. Staff is working with a library service that specializes in assembling an Opening Day collection. A trained collection development librarian selects an agreed-upon number of materials, to our specifications, which arrive fully processed and circulation ready when the library reopens. First, however, an inventory is needed of the items lost to the collection. Staff is also exploring ways to allow patrons the option to purchase these items as gifts to the library.

e. Westdale space update

In order to deal with the influx of returned materials, the current West Side Branch will temporarily become the children's library, and adult materials now remaining in circulation will be housed in the former Famous Footwear space on loan to us. Technical services, IT and circulation operations are set up in the rear of this space. Storage, workshop, materials overflow and work spaces are in the former library location on the corner, which has no public access. A Grand Opening is planned for August 1 at the reconfigured Westdale location. The library is deeply indebted to Westdale Mall for supplying this additional space.

f. Managerial staff locations

- i. Westdale: Christina Riedel, Carol Hoke, Roger Rayborn, Leon Green, Rebecca Bartlett, Jeff Krohn.
- ii. City Hall North: Tam Glise, Kit Wong, Marie DeVries, Karen Johnson. CHN also houses staff members Chris North and Patricia Holderness and Marie's temporary assistant Kristine Male Olsen.
- iii. Barb Gay of ISAIC has a temporary location with ASAC.

Contact numbers for City Hall North staff are:

Karen Johnson 286-5981
Marie DeVries 286-5982
Patricia Holderness 286-5983
Chris North 286-5984
Tamara Glise 286-5985
Kit Wong 286-5986

Many managerial staff members travel extensively between locations.

Department Head Reports:

Carol Hoke: With a few adjustments, summer reading programs are being conducted as planned, and the program will be extended by one week. Three schools have opened their libraries and are providing summer reading program materials. Library staff have been assisting at the Marion and Hiawatha libraries, as well as undertaking flood-related contractor registration and call center duties.

Barb Gay: ISAIC doesn't have the test results of materials held in the downtown library. The Clearinghouse, which stores and distributes materials from 20 public health programs, has been cleaned and it is thought some materials were saved. Iowa Department of Public Health estimates a one million dollar loss to the program. The lease on the Clearinghouse expires July 31, 2008, but it is uncertain when it can be occupied again. Foundation 2 continues to take Helpline calls. Interruption of ISAIC service could affect IDPH funding.

Karen Johnson: Conversations with libraries impacted by earlier flooding events indicate that the Cedar Rapids Public Library, which is backed by a supportive board and city management and is still able to provide patron services, is in a better position to move forward. Appreciation is also due to partner libraries in Marion and

Hiawatha. Essential equipment has been rescued, basic supplies replaced, and a communication system improvised. Little work space and only three computers are available for staff use.

MarieDeVries distributed an informational sheet of “talking points” and directed listeners to additional information posted on the library’s temporary website.

J. Old Business

None

K. New Business

None

L. Adjournment