

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
August 7, 2008**

Board members present: President Susan Corrigan, Vice President Doug Elliott, Phyllis Fleming, Harriet Kalinsky, Hilery Livengood, Susan McDermott, Dennis McMenimen and Paul Pelletier.

Staff & others present: Interim Director Tamara Glise; library staff members Rebecca Bartlett; Barb Gay, Leon Green, Carol Hoke, Patricia Holderness, Karen Johnson, Jean Kirby, Jeff Krohn, Chris North, Roger Rayborn, Christina Riedel, Pat Schabo, Lola Shull (for the union) and Kit Wong; Greer Fry (Friends); Chris Schuety (Foundation) and representatives from the public and media.

President Susan Corrigan welcomed and introduced new board members Harriet Kalinsky and Hilery Livengood.

A. Consent Agenda

1. Library Board meeting minutes

June 23, July 3, July 8 and July 14, 2008

2. Financial Report – end of fiscal year information is not yet available

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

B. Public hearing on proposed lease of building at 280 Blairs Ferry Rd for use as Iowa Substance Abuse Information Center clearinghouse

The Iowa Substance Abuse Information Center (ISAIC) clearinghouse location was flooded in June and that lease expired July 31, 2008. A public hearing was held on the proposed one-year lease of a property at 280 Blairs Ferry Road NE. The 5,936 square foot location includes office and warehouse space, as well as a shared dock. At \$6.55 per sq. ft. the annual rent would be \$38,880, plus utilities, with a possible one-year lease extension.

No comments were received from the public.

C. Public Comments

None

D. Announcements

Corrigan will attend the next meeting of the Marion Public Library Board of Directors in response to an invitation to our Board from its president, Jack Zumwalt.

E. Operational Report – June

Statistics for both Main and West locations reflect the effects of the June 11 flood and the severe curtailment of circulation and other library activities.

F. Friends of the Library Report – Greer Fry

Friends have obtained donated warehouse space and are regrouping. There is as yet no drop box site, but the volunteers will pick up large donated collections. Library staff are given the opportunity to select materials for the library.

G. Foundation Report – Chris Schuety

The Downtown Farmers’ Market resumed on Saturday, August 2, with many visitors to the booth staffed by representatives from the Friends, Foundation and library. The Foundation is seeking temporary office space to continue its work and plans a combined fall/winter newsletter to provide more pictures and information. The library website now offers a place for supporters to easily add an e-mail address to receive periodic post-flood updates from the library.

H. President’s Report – Susan Corrigan

1. Catastrophe recovery efforts by other libraries

Research into the effects of disasters on public libraries indicates that ours is the largest public library main facility in the nation to sustain a disaster on this scale. In all instances, recovery is a long process, leading Corrigan to reclassify the sought-after temporary location as a “bridge” facility. The Board is fully committed to restoring library services.

2. Flood recovery update

The City is preparing an RFP to provide temperature control for City buildings currently being served by large dehumidifiers. With 310 buildings to contend with, the City faces a lengthy planning period, as well as long-term cash flow and reimbursement process issues. The cost estimate to store and recondition library items on the freezer truck is \$50,000-60,000, and the library is looking at funding options.

3. Board Committees

Corrigan will visit with new board members about committee assignments. Corrigan also proposed establishing a board advocacy committee to continue the effort begun by the ad hoc committee that culminated with the Town Hall meeting in January.

I. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. 10-year Financial Projections and CIP forecast

Library CIP and 10-year financial projections were submitted to the City for review, and board and library representatives met with City Finance on August 6. As the City compiles and assesses the data, little information is available and the fiscal outlook remains uncertain. The trustees will continue to move forward to restore full and cohesive library service and pursue all options for assistance.

b. Expanded Westdale Mall lease

Westdale Mall currently provides two temporary spaces to the library at no cost and without a signed lease through October 31. Plans for a formal lease on these properties is in process.

2. Building Committee – Doug Elliott, committee chair

a. Meetings with OPN Architects

The committee has met twice with OPN Architects and inspected the potential bridge location in the Big Lots building. Due to the terms in the lease and the condition of the building, the Big Lots space is no longer under consideration.

b. Temporary facility

It is now estimated that it will be at least three years before the main library is restored, which will influence the temporary space requirements. Westdale Mall is offering additional space – the former Osco Drug store and another smaller storefront. This would bring total library area to approximately 25,000 square feet,

including the three spaces currently in use at the mall. The Osco site requires some cleanup and primarily cosmetic repairs but could be more easily readied for occupancy than the Big Lots building. Leases must be signed to secure these spaces and to continue using the currently occupied storefronts, other than the West Side Branch already under lease, beyond October 31. Notice will be published for a Public Hearing to be held at 4:00 pm on Tuesday, August 12, 2008, to present and discuss all Westdale Mall space and lease options.

c. Discussion and location of ISAIC clearinghouse facility

In order to fulfill its mission and continue to receive state funding, ISAIC looks to relocate quickly to a larger space with warehouse and dock facilities. A Public Hearing has been held on available space at 280 Blairs Ferry Rd NE. The building is ready for occupancy and meets ISAIC's space requirements at an annual rent of \$38,880.

McMenimen moved to approve to move forward with the lease on the Blairs Ferry Road NE location for ISAIC, subject to review by the building committee. Elliott seconded and the motion passed unanimously.

J. Director's Report – Interim Director Tam Glise

1. Action items

a. Staff Development Day – September 26

Glise asked the Board to approve closing the library from 10 am to 1 pm on Friday, September 26, 2008, for the annual staff training and development day. The theme this year is "Readers Rebuild."

Fleming moved to approve the three-hour staff day closing on September 26 and Kalinsky seconded. The motion passed unanimously.

2. Informational items

a. Opening Day Collection

Glise and Johnson met with representatives of Baker and Taylor to discuss development and preparation of an Opening Day Collection for the downtown library. The company offers a discount through a statewide contract and will include a helpful online book review service at no cost. Payment and storage issues will be worked out as this process goes forward.

In a complementary enterprise, the public will soon be able to purchase more current books pre-selected for the library collection from an Amazon.com "wish list" accessed through the library's temporary website.

b. Out Loud/Giacoletto update

The John Sandford visit on July 29 at Washington High School drew 300 and brought in \$2,800 in donations to help the library. Planning is already underway for the 2009 season.

c. IT grant from Giacoletto Foundation

In a related development, the Giacoletto Foundation pledged \$50,000 in support for IT upgrades to benefit the entire Metro Library Network. Roger Rayborn said the library will purchase new iBistro and Unicorn servers with the funds.

d. IT update

Although most of the library's servers are ready to go, bringing up the library web page and catalog is a complex process involving masking records for items lost in the flood. Rayborn briefed the Board on reliability issues and the recent failure of

the main server, which is crucial to catalog and web page access. The main server and its integration with the remaining servers are being evaluated by SIRSI. Corrigan voiced appreciation to Rayborn for delaying his retirement to help the library weather these critical months.

e. Visit from State Librarian and Iowa City Public Library Director

Mary Wegner, Iowa's State Librarian, and Susan Craig, Director of the Iowa City Public Library, visited with Tam and Marie on July 23. They toured the current West Side facilities, took a look at the Downtown area, and offered their support. The State Library will watch for ways it can help explore possible grant funding from private resources. They are also open to discussion of delaying our library's need to re-apply for state accreditation this winter. Wegner is lobbying for further state support of libraries in the event of a catastrophe. Iowa City Public Library has offered support in terms of computers, IT help, a donation of \$1,500 from their foundation to ours, and the purchase of an item of children's furniture for a new location when we are prepared to accept it. Susan Craig has been appointed to the Rebuild Iowa Task Force, where she intends to advocate for libraries.

f. Contracts with McGladrey and Dynamic Broadband

Contracts have been signed with these two companies to enable us to add more computers at the Westdale locations. Both the City and Adjusters International (AI) have received copies of these.

g. License Agreement with Westdale

It is hoped that a license agreement will soon be signed for the "West Wing" and office spaces at Westdale. There is no rent charged for these additional storefronts. The contract will expire on October 31. It may be renewable, depending on the Mall's need to offer the spaces for paying retail customers.

h. West Wing Grand Opening

The Grand Opening of the West Wing library was held on Friday, August 1 with refreshments, clowns, a visit from Clifford and Curious George, media coverage and a strong presence from the Friends and Foundation.

i. Future Westdale plans

Negotiations are underway to retain another space for an Internet Café. Iowa City Public Library has donated 18 computers for this, and former Assistant Director Bryan Davis is in the process of locating furnishings through United Way.

j. Tour of expanded West Side facilities

Please tour our West Side facilities with us after the meeting is adjourned. We are very proud of the hard work done to make these areas functional. However, please note that we are attempting to provide service in about 5,000 square feet of space, which is inadequate for a full range of library services to our community.

K. Old Business

None

L. New Business

Glise will arrange orientation for new board members.

M. Adjournment

N. Tour of Expanded West Side Facilities