

**Cedar Rapids Public Library  
Board of Trustees  
Meeting Minutes  
September 4, 2008**

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

**Staff & others present:** Interim Director Tamara Glise; library staff members Rebecca Bartlett; Marie DeVries (Foundation); Barb Gay, Carol Hoke, Patricia Holderness, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Christina Riedel, Pat Schabo and Lola Shull (for the union); Rochelle Holcomb (Friends); Chris Schuety (Foundation); City Council liaison Brian Fagan; and a representative from the media.

**A. Consent Agenda**

**1. Library Board meeting minutes**

August 7 and August 12, 2008

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

**3. Attendance at biennial Circulation conference for Circulation Manager  
Christina Riedel**

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

**B. Public Comments**

None

**C. Announcements**

Corrigan shared a letter received from the Hall Perrine Foundation.

**D. Operational Report – July**

To better reflect post-flood circumstances, future reports will include statistics from the West Wing and the Hiawatha and Marion libraries. Entries relevant only to the main library, such as Beems, study/meeting rooms and ICN usage, will be dropped.

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

Friends are working with the owner of Mystery Cat Books, who is soliciting authors for book donations and autographed copies for a library fundraiser. The organization has also qualified for an SBA loan of \$14,000. Though not needed at this time, the application served as an initial and necessary step toward federal government reimbursement for flood losses.

The annual book sale, scheduled for November 14, 15 and 16, will relocate to the Wiley Boulevard IBEW Hall. Friends now have a donated sorting facility and would like to purchase a new collection box. A location for the box is yet to be determined.

**F. Foundation Report – Chris Schuety and Marie DeVries**

Schuety expressed appreciation to Shuttleworth and Ingersoll for donating office space to the Foundation. Many groups have extended offers to sponsor library fundraisers, one of which, Boogie for Books, will be held October 11 at the BottleWorks Loft

Condominiums. DeVries has received gestures of assistance from around the country and the world.

**G. President's Report – Susan Corrigan**

**1. Flood update**

The project worksheet for federal government reimbursement for the interim facility was submitted and is in process. Recent reports of a federal funding distribution for the main library reflect an initial step, but Corrigan emphasized that the City must fund the recovery upfront before the federal reimbursement process kicks in.

**2. Other libraries impacted by natural disasters 2008**

A spreadsheet is included in the packet.

**3. Board Committees**

Corrigan distributed an updated list of board committee assignments.

**4. Meeting with City Manager and Finance Director**

Corrigan, Glise and McMenimen met with Casey Drew and Jim Prosser in August to discuss the long-term approach to restoration of the main library facility. The City Manager recommends that the library address three options:

- a) return the building to its pre-flood state, as covered by federal funding
- b) upgrade the facility, following the library building program plans
- c) consider a co-location with other city-county administration offices or a community center. This could be at the present facility or another site.

The building assessment for the library will be completed this month. OPN Architects will coordinate library plans with the building assessment contractor and the JLG and Sasaki riverfront redevelopment consultants.

**H. Library Board Committee Reports**

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

***a. Resignation of library Accounting Manager and consolidation with City Finance***

Library Accounting Manager Kit Wong resigned to take a new position, and the library has accepted a proposal from the City to provide accounting support. A financial analyst will be assigned for library activities.

***b. Status of the budget process – post-flood revision and next year's budget schedules***

As the City reassesses the FY2009 budget, library CIP and operating funds will probably see adjustments. Preparation of the FY2010 budget is also beginning, with options due mid-October.

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

***a. Meetings with OPN Architects***

OPN is providing services for the library bridge facility at Westdale on a pro bono basis. The library and OPN will go forward with negotiating the contract for the main library facility, with the hope that the contract will be brought to the Board in October.

***b. Temporary facility***

The committee is looking at the best distribution of functions at the bridge location. Leases for rental of the spaces are basically complete, pending coordination of leasing dates for all Westdale interim sites.

*c. Amended contract with George Lawson*

George Lawson's contract was amended to allow his participation in design and planning of the bridge location.

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

The committee has met to discuss the respective responsibilities of the policy and personnel committee and the library administrative staff.

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

**1. Informational items**

*a. START training*

Circulation Manager Christina Riedel and Adult Services Coordinator Rebecca Bartlett will attend city-sponsored START training this fall. The START program offers valuable training and coaching skills for managers and has been attended (and applauded) by library managers in the past.

*b. Out Loud/Giacometto Final Report*

Rob Cline's final report for the 2008 Out Loud season is in the packet. An exciting lineup of authors is in the works for 2009.

*c. Staff Day Plans*

Staff Day will be held from 8am-1pm on September 26. The Friends have offered to provide lunch. Bruce Hamous of OPN architects has agreed to make a presentation to staff and gather input concerning the "Osco 6" bridge library option.

*d. IT update*

August has been a good month, with the resurrection of the library's iBistro catalog, email system, and web page. Roger Rayborn added that only the e-mail notice and phone notice systems remain a problem. He also announced that the Iowa City Public Library will donate some of the computers needed for a public internet area.

*e. Materials Inventory*

Inventory of materials lost in the flood is being completed.

*f. Meetings with Metro Directors*

A number of issues face the Metro system in connection with the flood. Directors of the three libraries plan to meet weekly to work through these. One pressing issue is the use of the Giacometto funding for IT; another is the possibility of a joint RFID system.

*g. Staff Survey*

City HR has received the results of a staff satisfaction survey in connection to our flood response. Results for the library are enclosed in the packets. It is hoped that as the library's stability improves, satisfaction will climb.

*h. Iowa Library Association annual conference (October 15-18)*

Tam has been asked to speak at this conference with Nancy Kraft, the library preservation expert from U of I. CRPL's situation following the flood was unlike most library disasters, and Nancy believes that our experience will be a good counterpoint to her presentation.

*i. Programming expansion*

Without the space to undertake some normal library operations, staff members are expanding programming and outreach. A report detailing upcoming events is in the packet.

*j. Meetings with City Manager*

Tam will be meeting with Jim Prosser every other week. Please feel free to suggest topics for discussion.

*k. Funding of public computers*

The State Library of Iowa will award the Cedar Rapids Public Library a grant in the amount of \$5,776 for the purchase of public access computers. The grant is a reallocation of surplus funds from a Gates Foundation Opportunity Online Hardware grant administered by the State Library. The funds must be spent for the purchase of public access computers.

**J. Old Business**

None

**K. New Business**

None

**L. Adjournment**