

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
October 2, 2008**

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

Staff & others present: Interim Director Tamara Glise; library staff members Rebecca Bartlett; Bryan Davis, Marie DeVries (Foundation); Barb Gay, Leon Green, Patricia Holderness, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Pat Schabo and Lola Shull (for the union); Greer Fry (Friends); and City Council liaison Brian Fagan.

President Corrigan introduced and welcomed board member Paul Pelletier

A. Consent Agenda

1. Library Board meeting minutes

September 4, 2008

2. Financial Report – June, July, August 2008

Monthly reports are in a new format and are now produced by City Finance.

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

B. Public Comments

None

C. Announcements

None

D. Operational Report – August

Green presented a new report comparing Metro Library circulation and gate count figures for July and August of this year and last. Cedar Rapids' share of total circulation has dropped from 57% to 31% since last year, but patrons still seek out and use the services relocated to the west side. Currently, 80% of Cedar Rapids' materials circulate to Cedar Rapids patrons, 5% to Marion and Hiawatha patrons, and 15% to county residents and other Iowa cities, figures comparable to the 2007 breakdown. Items continue to be added to and withdrawn from the collection in accordance with library practice and current space limitations.

E. Friends of the Library Report – Greer Fry

Friends continue to pick up donated collections of books and still plan a November book sale, now scheduled at the old Osco space in Westdale Mall. Upcoming activities include the season's final Farmers' Market and a December fundraiser at Barnes & Noble. The Young Leaders Society of the United Way will sponsor the Babies and Books program. Friends received a \$10,000 grant from Alliant Energy.

F. Foundation Report – Marie DeVries

The Foundation has received \$161,000 in post-flood donations from across the country, including gifts from library Friends groups, businesses, book clubs, grants, other libraries and individuals. A citizen committee is gearing up for an October

fundraiser, and the Foundation will participate in the final summer Farmers' Market. While noting a need to promote the library presence at Westdale Mall, DeVries also reported that 700 people receive monthly e-mail updates on the library.

G. President's Report – Susan Corrigan

1. Flood update

See committee and director's reports for recent activities.

2. Peer library statistics

A revised comparison for FY07 of like-sized Midwest public libraries portrays Cedar Rapids as a low-cost provider in several areas, including operating expenditure, staff FTEs and cost to circulate items. Holdings per capita should be augmented. A second report will similarly compare Iowa libraries once statistics become available.

H. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. Approval of revised FY2009 budget

The post-flood FY09 budget as revised at City request shows a net increase of \$101,964. That includes a \$79,761 loss in revenue (primarily fines), a gain of \$224,335 from unfilled positions and additional non-personnel expenses totaling \$246,538. Highlights of the revision are \$47,825 for City financial services, offset by the open accounting position; \$117,740 for Westdale leases; and one-time budget expenditures of \$100,000 and \$375,000 for furnishings and build-out for the Westdale bridge facility. Books, periodicals and subscription costs of \$200,000 are now transferred to the CIP budget to facilitate funding.

McMenimen made a committee motion to approve the revised FY2009 budget as presented. Fleming seconded and the motion passed unanimously.

b. Approval of FY2010 Financial Plan

The FY10 budget of \$3,985,491 mirrors the pre-flood FY09 budget with some increases for inflation and Westdale leases. Continuation of the director search and filling of current open positions are restored. This budget will be revisited and revised as the City works through the budget process.

McMenimen made a committee motion to approve the FY2010 budget as presented. Lock seconded and the motion passed unanimously.

The CIP budget as projected for ten years shows items for capital repairs to the downtown library deferred from FY09 to FY10 due to the flood and pending decisions to be made on that facility. The transfer of books, periodicals and subscription costs is also included.

McMenimen made a committee motion to approve the revised FY2009 to FY2018 CIP budget as presented. Lock seconded and the motion passed unanimously.

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

The budgets will be submitted to the City for review, and the committee will prepare a presentation for the City Council. McMenimen commended city staff for its accounting support to the library.

2. Building Committee – Doug Elliott, committee chair

a. Meetings with OPN Architects

The committee has met regularly with the architects.

b. Bridge facility

A utilization diagram for the bridge locations at Westdale Mall shows first floor sites housing public areas, with the technology center and library support/staff areas on the upper level. After a quick and economical upgrade, the technology center is set to come online by the end of October per Bryan Davis. Davis also plans to retrieve more equipment from the main library, including the phone system.

The Foundation will continue to use office space donated by Shuttleworth and Ingersoll and will not relocate to Westdale.

A \$15,000 grant from Rockwell Collins will be applied to operational expenses for the Westdale spaces. Bringing the bridge facility up is a priority before the committee resumes planning for the downtown library.

- 3. Policy and Personnel Committee** – Susan McDermott, committee chair
No report.

I. Director’s Report – Interim Director Tam Glise

1. Informational items

a. Temporary Administrative Appointment

Retired Assistant Director Bryan Davis has come back to the library on a half-time basis through the end of the year. Bryan has extensive experience working with both IT and building issues, and among other tasks he will work on the IT reorganization and build-out of the “Osco 6.” We are pleased to welcome Bryan back “home” and are grateful for his help.

b. Interlibrary Loan

Thanks to the efforts of our staff, Interlibrary Loan is up and running. In order to keep requests to a manageable level, patrons are limited to three at a time. Restoration of this service is another small victory in our efforts to restore normal functions at the library.

c. Operational Report

Leon Green has updated the Operational Report and added new information. If the Board desires any further changes, we can incorporate them.

d. Programming Report

Upcoming programs are detailed in a new report found in the packet.

e. Staff Day Report

Staff Day was held from 8am-1pm on September 26. The Friends provided an ample and tasty lunch. Bruce Hamous of OPN architects and library consultant George Lawson presented information on the “Osco 6” bridge library option and solicited input from staff.

f. IT Update

The long-awaited assessment by McGladrey is underway. Dean Lemons of McGladrey is meeting with staff to gather information and will prepare a report to include suggestions for hardware/software and for reorganizing the department.

g. “Last Trip”

Staff members who needed to remove items from the second floor of the downtown library made a “last trip” to the facility on September 9. The building has been “put to sleep.”

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

Tam and Carol will attend this conference.

i. Polling Location Change

A letter was received from the Linn County Auditor, which is included in the packet. Given the condition of the downtown library building, it is no longer a polling place. Citizens who normally would vote at the library should now cast their ballots at First Presbyterian Church.

j. Leadership Training

The City plans to hold a mandatory leadership training session the afternoon of October 23. Tam will attend.

k. County Supervisor Candidates Open House

The Linn County Library Association has made tentative plans to host an Open House for Supervisor candidates on October 14 at the Springville Library to acquaint them with library services and issues. Details will follow as they are known.

Additional informational items:

Barb Gay updated the Board on ISAIC activities, reporting that clearinghouse activities have moved into a leased space on Blairs Ferry Road NE and that the online ordering service can resume.

Glise sought and received consensus from the Board to extend the FMLA benefits of a library staff member for an additional 30 days.

Glise also featured a timeline prepared by Rebecca Bartlett which records post-flood library staff activities and progress.

J. Old Business

None

K. New Business

None

L. Adjournment