

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
November 6, 2008**

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

Staff & others present: Interim Director Tamara Glise; library staff members Bryan Davis, Carol Hoke, Patricia Holderness, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Pat Schabo and Lola Shull (for the union); Rochelle Holcomb (Friends); and a media representative.

A. Consent Agenda

1. Library Board meeting minutes

October 2, 2008

2. Financial Report

September 30, 2008 / FY08 revised

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

B. Public Comments

Corrigan passed along a compliment on the library's handling of the flood situation she received at a recent presentation to the Holy Family PTA

C. Announcements

Corrigan sought board participation and presence at upcoming speaking engagements and will keep trustees apprised of these events as they are scheduled.

D. Operational Report – September

Glise highlighted the well-attended children's offsite programs. Adult programming is being expanded, and a recent interactive murder mystery performance may become an annual event. Numbers are expected to continue to rise.

The Library Technology Center observed its grand opening on November 6. Roger Rayborn reported attendance of 374 from October 22 through November 1.

The new metro area circulation and gate count comparison report will be continued.

Despite the large drop in CRPL circulation, percentages are holding steady.

E. Friends of the Library Report – Rochelle Holcomb

Friends are setting up for the annual book sale to be held in the Osco space on November 14 – 16. The many large donations received will bring the number of items offered to near normal. Friends members are open to potentially funding lighting and furniture purchases for the Bridge Library. Mystery Cat Books continues to solicit donations for a planned fundraiser in February.

F. Foundation Report – Susan Corrigan

The citizen-sponsored Boogie for Books fundraiser held in October was a success.

Serendipity Book Club and the U of I Writers' Workshop are partnering on a February library fundraiser.

G. President's Report – Susan Corrigan

Corrigan turned the meeting over to the committee chairs to provide background for new trustees on current issues.

H. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. Finance overview and key financial strategies

McMenimen recapped the library's funding structure and, in view of limitations on the city's ability to tax, stressed the need to generate more revenue from non-city sources or face budget reductions.

The library participated with other city departments in the presentation of its key financial strategies to the City Council, which were shared with the Board.

The FY10 budget will be finalized in March, and there will likely be mid-year revisions for both the FY09 and FY10 budgets.

b. Fundraising Feasibility Study

This study, proposed before the flood, will serve as a first step in gauging community support for a possible capital campaign and referendum to increase the operating levy. The Foundation will play an active role in the planning process.

2. Advocacy Committee – Hilery Livengood, committee chair

a. Key lessons from last levy campaign

Livengood, who took part in the 2003 effort to renew the operating levy, reviewed activities and marketing strategies used in that successful campaign. Insights passed along are to reconsider limiting the use of the funds to books only, involve diverse community groups, and to provide informational materials to leave with people contacted and for distribution at the Friends book sale, preferably held pre-election. The number of petition signatures needed to place the item on the ballot is based on turnout at the most recent city elections, and is expected to be lower than in 2003.

b. Advocacy ideas

In addition to the above recommendations, library trustees should continue to participate in local activities and engage in the community discussion.

3. Building Committee – Doug Elliott, committee chair

a. Contract with OPN Architects

The contract will be brought to the Board for action in December.

b. Meetings with OPN Architects

Regular meetings are on-going.

c. Bridge facility

Renovation of the bridge location should be completed ahead of schedule in January 2009 at an approximate cost of \$300,000. A resourceful use of donated goods and services with attention toward reuse and recycling will enable the project to come in under the budgeted \$475,000.

With its mission to arrange for a bridge facility complete, the committee will turn over further planning to library staff.

d. Library service downtown

Planning now resumes for a permanent facility. Options for consideration are to 1) return to and restore the existing main library building, 2) relocate to another building, or 3) construct a new building. The latter two options could involve co-

locating with another organization, and the Board will be updated as this discussion progresses.

Architectural services at the bridge location were on a pro bono basis. Elliott and OPN will clarify transition to the billable portion of the project, the scope of which will continue to change as decisions are made and plans are refined.

e. Contacts with JLG

No report

I. Director's Report – Interim Director Tam Glise

1. Action items

a. Flex Carryover

Under City policy, flextime accrual is limited. Both the flood and the setup of temporary facilities at Westdale have affected managers' ability to take vacations without slowing down the library's recovery. Some managers are in danger of losing portions of their available flex accrual because of this. Up to 9 managers could eventually be affected by this issue, although only 2-3 people face a serious problem now. There should be no financial impact unless someone suddenly resigns and we are forced to make payout for that extra accumulated time.

The City extended this opportunity to all City managers through the month of September. The library's situation with the Bridge Library and the Library Technology Center has presented managers with additional difficulties in using time off.

We would like to ask that non-bargaining staff be allowed to accrue additional flex time through July 1, 2009. Managers will manage their flex/vacations so they comply with City policy by that date.

McDermott moved to approve the extension of flex accrual for non-bargaining library employees through July 1, 2009, and Livengood seconded. The motion passed unanimously.

b. Holiday Closings

The library traditionally closes at 1 pm on December 24 and at 5 pm on December 31. Each year non-contractual holiday closings (these two dates and Easter Sunday) require board approval. Last year the Board suggested that these closings be made ongoing, rather than requesting formal board approval each year. We ask that the Board approve this change, with the understanding that this decision can be changed at the Board's pleasure.

McMenimen moved to approve the request to forgo formal board approval each year for non-contractual holiday closings and Elliott seconded. The motion passed unanimously.

2. Informational items

a. Library Technology Center opening

The Library Technology Center had a "soft" opening on October 22. Today is the grand opening, now that we are confident everything is in good working order.

The location offers 16 public access computers, a copier and a fax machine.

Please visit the LTC upstairs next to Younkers.

b. Staff task forces

Staff members in all areas are participating in a series of short-term Task Forces to address internal processes, including areas such as expanding programming, communication improvements, and circulation processes.

c. Programming report

A variety of expanded programming options are planned for November. Westdale management has cleared out the mall's Community Room and has offered it for library programs. It will seat up to 40 people.

d. IT update – Roger Rayborn

Roger Rayborn reported that the final server has been moved over from Marion and all notices are now working. Most suggestions from the networking and hardware assessment conducted by Erb's prior to the flood have been instituted at the bridge location. The network survey by RSM McGladrey was renegotiated to concentrate on IT personnel, structure, succession planning, security and potential for a complementary mesh with City IT. Recommendations should be available for distribution at the December meeting.

e. Flood information sharing

Our library's experience with flooding is unique in many ways. We want to share what we have learned with other libraries. Tam participated in a podcast with Sarah Long of the North Suburban Library System in Illinois on October 28, and Karen Johnson took part in a panel discussion on library disasters at the U of I on November 4.

f. ISAIC manager interviews

Barb Gay and Tam Glise conducted interviews for Barb's position on October 31. Many qualified candidates have applied. We plan to make a selection before Barb's last day on November 7.

We congratulate Barb on her new position and wish her well.

g. Contact information

Tam will be on vacation from November 12-18 but will have her cell phone.

Karen Johnson will be your on-site contact during that period.

J. Old Business

None

K. New Business

None

L. Adjournment