

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

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

Staff & others present: Interim Library Director Tamara Glise; library staff members Rebecca Bartlett, Bryan Davis, Marie DeVries (Foundation), Carol Hoke, Patricia Holderness, Karen Johnson, Jeff Krohn, Chris North, Roger Rayborn, Christina Riedel, Pat Schabo; Rochelle Holcomb (Friends) and Bradd Brown (OPN Architects, Inc.).

A. Consent Agenda

1. Library Board meeting minutes

November 6, 2008

2. Financial Reports

October 31, 2008

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

B. Public Comments

Corrigan distributed a letter from an author.

C. Announcements

None

D. Operational Report – October

The consensus of the board is to eliminate the deposit collection statistics from the operational report, since deposit collections were eliminated at the beginning of the fiscal year.

E. Friends of the Library Report – Rochelle Holcomb

A record setting book sale was held at the old Osco space at Westdale Mall with sales totaling \$53,000 and 2616 visitors. A fundraiser is to be held at Barnes & Noble on December 6. The owner of Mystery Cat Books and several authors are working together to solicit authors for donated autographed copies of books for a March fundraiser. A new book donation box has been purchased and will be installed. A meeting was scheduled today with FEMA for the exit interview.

F. Foundation Report – Marie DeVries

A hotel/motel application was submitted today requesting \$15,000 for creating a marketing plan. A grant application sponsored by ICMA is being worked on. The grant is a collaborative effort with the city to make flood information/recovery available at the library. Foundation Board approved hiring a part time bookkeeper to help with the capital campaign. A communications intern will work on a “public awareness” project. Local colleges are holding fundraisers to assist the library; donations continue to come in from all over the country.

G. President's Report – Susan Corrigan

Information is included in committee reports.

H. Library Board Committee Reports

1. Finance Committee – Susan Corrigan & Joe Lock

a. Finance Meeting with Casey Drew (information)

A meeting was held on December 3 to discuss the library's finances, levy and county funding. Casey's group will provide analysis support for the library.

b. Feasibility Study (information)

A committee will interview three consulting firms on December 12 to conduct a feasibility study and a Foundation audit.

2. Building Committee – Doug Elliott, committee chair

a. Meeting with OPN Architects (possible action)

Brown and Elliott reported on the revised contract that included modifications for the Bridge Facility.

Elliott made a motion to have the president sign the revised contract for professional consultant services, Lock seconded. Motion passed, with seven in favor and one Pelletier opposed.

Elliott gave a brief report on the Building Committee's strategic planning session, which had taken place prior to the board meeting. Elliott will distribute a summary for comment to all trustees prior to the January meeting.

b. Co-location (information--Corrigan)

JLG held a meeting with the city/county schools and non-profit organizations to discuss scenarios for a co-location. City staff will meet with JLG on December 5 to discuss co-location. The goal is to present plans to the city council in February/March 2009.

c. Bridge Facility Update (information)

The goal is to have the Bridge Facility completed by the end of January 2009. Library staff is taking on the bulk of the construction work, utilizing donated or repurposed materials to minimize costs. Volunteers from the public will be utilized at an appropriate time.

d. Library Service Downtown (information--Fleming)

Board is in agreement to pursue a satellite facility in the downtown area as soon as possible. The satellite facility could be a mobile unit, donated space, or just a pickup spot located in a current business. Fleming will explore this avenue.

I. Director's Report – Interim Director Tam Glise

1. Informational Items

a. Utilization of Library Staff

Plans are in place to bring library staff members "home" to the library by the beginning of the year. The build out of the Bridge Library and additional staffing points there will guarantee that staff members have meaningful work to utilize their time. Since the flood 7,449 staff hours have been "loaned" to other City departments and our Metro partners. This amount grows daily. The Code Enforcement department alone has used 3,382 hours and 3,410 hours have been utilized by the Marion and Hiawatha libraries. Our staff members have undertaken diverse tasks such as tracking and acknowledging donations, registering contractors for rebuilding efforts, building a web site for Council members,

answering 311 calls from residents seeking help after the flood, and providing one-on-one counseling for the Hazard Mitigation Grant Program for city residents. The library staff has exhibited remarkable flexibility and cooperation in undertaking duties far outside their comfort zones. It will be a pleasure to welcome them all back to the new Bridge Library. Carol Hoke, the Children's Service Manager, has undertaken all the complex scheduling involved during this period.

b. Programming Report

Your packets include a listing of December programs offered by the library.

c. ISAIC Manager Appointment

Susan Stannard has accepted the position of Substance Abuse Program Manager for ISAIC. Her first day of work will be December 8. Susan brings with her many years of experience in the substance abuse field, most recently at the Abbe Center.

d. Annual Report to the State Library

In your packets is a copy of the annual statistical report to the State Library of Iowa. The deadline for this report is later than usual this year, and online figures from peer libraries may not be available until well after the beginning of the year.

e. State Funding

The library has received \$28,719.70 for Direct State Aid funding. Further funds from the State for Open Access and Access Plus will be distributed in December. We should be prepared for significant reductions in OA and DSA next year. Since the distribution of this funding is dependent upon loans of materials to other libraries, the flood will put CRPL at a disadvantage.

f. Retirement of Chris North

Chris North, who has served the library since 1997, will retire on January 9. Chris' years of service have been extremely valuable, and we wish her all the best.

J. Old Business

K. New Business

L. Adjournment