

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
March 5, 2009**

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 Library Director Tamara Glise; library staff members Rebecca Bartlett, Bryan Davis, Marie DeVries (Foundation), Carol Hoke, Patricia Holderness, Karen Johnson, Jeff Krohn, Doug Munson (for the union), Roger Rayborn, Christina Riedel; Rochelle Holcomb (Friends) and a member of the public.

A. Consent Agenda

1. Library Board meeting minutes

February 5, 2009 and February 19, 2009

2. Financial Report

January 31, 2009

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

B. Public Comments/Communications

Corrigan reported that the Library had received a congratulatory letter on the Bridge Facility opening from OPN, as well as a donation of architectural books.

C. Announcements

None.

D. Operational report – February

Since the Library will be adding more items now that the shelving has arrived, the Board requested that Leon Green include information on the number of items added since the flood in the monthly operational report.

E. Friends of the Library Report – Rochelle Holcomb

The Friends hope to have a silent auction in May. A staff breakfast was held on February 23. Friends has received their last reimbursement check from FEMA for \$255.60. A book drop for the Library was approved. Michael Larson is working on a variation of the library's new logo for the Friends. They will be ordering more book bags, but would like to move to cloth bags in the future.

F. Foundation Report – Marie DeVries

Fundraising continues. The event sponsored by the Serendipity Book Club and the University of Iowa was exciting. The authors present gave testimonials to the value and importance of libraries. The last reading was a poem by Kiki Petrosino written especially for the Cedar Rapids Public Library. At the Foundation Board meeting on March 3, Wells Fargo reported that the Foundation's investments had declined as have many investment portfolios. Donations received post flood are being held in cash equivalents so the money can be available if and when it is needed.

G. President's Report – Susan Corrigan

- a. Appointment of ad hoc Development Committee

Board members Hilery Livengood, Doug Elliott, Dennis McMenimen and Susan Corrigan have been appointed to work with Larry Dittman.

H. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. Council Presentations/Budget Process

The City Council is far from making a decision on the budget and has asked the state for an extension. The process is later than last year. Dennis, Susan and Tam will attend another budget presentation next Tuesday. Dennis believes that the initial 10% budget options will be accepted, but that they are also looking for additional budget options. It is still up in the air according to a discussion with Casey Drew.

b. County Funding

The Linn County contract for 2008-09 has still not been signed, though with the fiscal year more than half over it is too late for negotiations. It shows a \$6000 increase to CRPL this year, but it is still based on the same formula. Signing the contract will be an action item at the April meeting. CRPL has initiated dialog with our partners in the Metro Library Network to discuss county funding criteria. They would like to get ahead of the discussion for next year and will meet again in April.

2. Building Committee – Doug Elliott, committee chair

a. Bridge Facility Grand Opening

Congratulations to the staff for their efforts in opening the Bridge Facility

b. Public hearing on proposed Letters of Intent and License Agreements for 221 3rd St SE, to serve downtown library branch

The hearing began at 4:15 pm. A committee headed by Phyllis Fleming has undertaken a property search for a downtown library space. The public hearing was held to consider a lease for a space at 221 3rd St. SE (former Art Cellar space). No suitable spaces at a lower rent that did not require considerable renovation were found. Donated space was also pursued without success. The space is 2277 sq. ft., about the size of the former West Branch. The owner will undertake the major renovations in the space, but it will be up to staff to do the rest. The Library's estimated expenses for buildout would be \$4000. The lease will begin on May 1, 2009, with rent of \$7.90/sq ft for the space and an initial charge for common area expenses of \$3.81/sq ft for total rent of \$11.71/sq. ft to commence on June 1, 2009. The terms will include a 2 year rental option rather than the usual 3+ years. It may also be possible to rent two parking spaces for staff for \$75/month if needed. OPN has offered to provide limited assistance in planning and design. There were no public comments.

The Building Committee recommended that the Board approve the lease with the option of further inquiry into renting the parking spaces. The motion passes with Dennis McMenimen abstaining.

It is thought that this space will be open from 10 am – 6 pm on weekdays to accommodate downtown workers. There will be no regular weekend hours in the beginning, but it will be open on Farmer's Market Saturdays. Workers from the Emergency Job Service through Kirkwood may still be used to assist with the remodeling. The collection size would be similar to the former West collection

size of about 20-25,000 items. If there will be any programming is yet to be decided. There will be a minimum of 2 internet stations. The space has an internal and exterior entrance so it might be possible to have a book return in the hallway. The hearing ended at 4:26 pm.

3. **Policy and Personnel Committee** – Susan McDermott, committee chair
The director’s job description has been revised by the Policy and Personnel Committee, with the help of Conni Huber from the city HR department. Board President Susan Corrigan has signed off on it. Copies of the job description were distributed to the Board members.
4. **Ad Hoc Director Search Committee** – Susan McDermott, committee chair
The committee met with Miriam Pollack from Library Associates to discuss what they’d like to see in a director. Susie asked Board members if there were any additions that needed to be made to the list of attributes we are looking for in an executive director. No additions were made. If anyone has any additions to the list, please let Susie know by March 18 when Miriam will be here again. The search timeline has been updated with the week of June 15th being targeted for interviews. Members consulted their calendars and the time frame seemed to work for most of them. Board members will be involved with showing the candidates our city and our library.

I. Director’s Report – Interim Director Tam Glise

1. Informational Items

a. “Quick Facts” Updated for FY08

The annual “Quick Facts” report of library statistics has been updated for FY08. A copy is in your packets.

b. Downtown Branch Library Furnishings

Thanks to a tip from Phyllis Fleming and Candy Wong, library staff has been able to procure a number of items for the downtown branch at minimal cost. Saxton has provided the tables and chairs at a greatly reduced price. Kirkwood in Iowa City is donating low shelving for children.

c. Consumer Product Safety Information Act

The proposed legislation concerning the possibility of children’s library books needing to be tested for lead-based ink has been put on hold for one year.

d. Science Station Reading Area

Carol is working with John Swanson from the Science Station to offer science-themed programming at the museum. This will be done in support of a new Early Childhood Area that will include activities and equipment that teach fundamental science concepts to young children. There will be an adjacent reading nook that will be stocked with science-related books.

e. Neighborhood Block Parties

The library plans to have a presence at a series of neighborhood events sponsored by the “Once a Neighbor, Always a Neighbor” group. This group is an initiative sponsored by the River Neighborhoods Alliance, Flying Eyeballs Motor Club, the New Bohemia Group, KNBO Radio and in partnership with the Weed & Seed Steering Committee. The library will provide display materials and hand-outs for attendees at five events targeting the Northwest and Harbor, Southwest, Rompot, Taylor area, and Oak Hill/Jackson neighborhoods.

f. IT update: SASS contract

IT staff members have investigated alternatives to the library's current configuration. The SASS program – an agreement with SIRSI to provide off-site administration of the library's basic servers – is a possible solution to current problems and may offer a budget neutral alternative.

Roger reminded the Board that the Library had contracted with RSM McGladrey to evaluate the library IT services related to network/equipment and staff. The flood changed the dynamics of the study so that it looked at the personnel structure and how to deal with SIRSI Symphony. They recommended that the library use SASS. When Roger looked at the proposal, he found a discrepancy in the costs which is being ironed out. He has talked to other libraries that use SASS and they seem satisfied. It will eliminate problems like those that occurred in the flood and will provide consistency when there are personnel changes. Everything would be offsite except the telephone system (SVA). SIRSI claims statistical reliability, but there is no definition in the contract. Other libraries claim that reliability is good. Marion and Hiawatha will get the information soon. There should be a proposal next month.

g. Recycling from Bridge Facility Build Out

In addition to the many green features of the Bridge Facility, the build out was handled in an environmentally responsible way. A document in your packets shows the results of the library's recycling efforts.

h. ISAIC Move

In order to allow more space for ISAIC staff and collections, the Substance Abuse Information Center will temporarily move to the former Children's Library location in Westdale. This will also allow them to open their doors for walk-in patrons as they did in the main library location prior to the flood.

i. Accreditation

The Accreditation Application has been sent to the State Library. State Librarian Mary Wegner has assured library staff that despite necessary reductions in space and materials due to the flood, our library will continue to be accredited.

J. Old Business

None

K. New Business

1. Carl Sefl who owns a marketing firm has offered to look at the library to see how we can entice non-users to come to the library. He is on the Hotel/Motel tax selection committee and would like to help as a good citizen. Whether his help would be pro bono is not clear. Joe and Marie will call him to discuss his intentions more fully.

L. Adjournment