

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes
August 6, 2009**

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

Staff & others present: Mayor Kay Halloran, Tamara Glise, Roger Rayborn, Jeff Krohn, Christina Riedel, Carol Hoke, Karen Johnson, Leon Green, Patricia Holderness, Greer Fry (Friends), Natalie Ditmars and Laure Wess Peters (Foundation), Doug Munson (for the union), Sue Stannard, Robert Pasicznyuk, Melody Spence.

A. Consent Agenda

1. Library Board meeting minutes

July 2, 2009

2. Financial Report

Final FY'09 Reports are not yet completed by the city.

Doug Elliott moved to approve last meeting minutes and Joe Lock seconded. The motion passed unanimously.

B. Public Comments/Communications

Robin Kash, library patron and Friends Board member, commented on his interest in producing a television program that could be ~~broadcast~~ broadcast on Channel 18 on Monday evenings. He handed out 3 x 5 cards for those present to fill out with suggestions.

He also suggested that the new library incorporate public access channels with a media center to include video production capability, much like Iowa City has

C. Announcements

None

D. Operational Report – May

Leon Green offered a short synopsis of the June 2009 Report. Circulation was up 15% in June, but overall down 54% when compared to last year. This is to be expected when taking the flood into consideration. Reference questions are up 71%, and database and computer use are up as well.

E. Friends of the Library Report – Greer Fry

Friends of the Library have been busy selling lots of books at the Farmer's Market. Greer was offered congratulations on the Baker and Taylor/Alcott Award.

F. Foundation Report – Laure Wess Peters

Peters spoke briefly about a feasibility study that will be conducted by ME & V Company. A representative of the company was present at the meeting.

G. Library Board Committee Reports

1. Executive Committee – Susan Corrigan, Committee Chair, report by Doug Elliott

- a. *Re-establishing Advocacy Committee* - Elliott said that the Board will be conducting several campaigns this fall.

- b. *Proposed Levy* - The committee has been collecting signatures for the proposed levy at the Farmers Market. The Board will place on the September agenda for possible action.
- c. *Open Houses* - There will more two more open houses available to the public. The first will take place on August 18 and 19, and the second on October 6.

Trustee Paul Pelletier arrived at this time.

2. Finance Committee – Joe Lock, Committee Chair

- a. *Budget Update* - Budget preparation for FY11 is already underway. The library is fortunate to have good support from Casey Drew and Tom Martin. Due to the flood, budget numbers have been very confusing. The library is the only city department not qualified for temporary FEMA funding. Because the library was considered non-essential, all flood expenditures have come out of the operating budget, which has been extremely challenging. City Finance will split out flood reimbursement and non-flood reimbursement. Glise will continue to work with Tom Martin on the build out costs.
- b. *County Funding* - Casey Drew has provided valuable support with county funding; there is a strong circulation component.
- c. *FEMA Update* - New project worksheets have been received but not yet reviewed and available to the public.

3. Building Committee – Doug Elliott, Committee Chair

- a. *Main Facility* - The committee has been meeting with City Council for a list of specific sites to present at the next open house on August 18 & 19, and will continue to work with the city on determining those sites.
- b. *Building Program* - George Lawson will be in town next Thursday to present a Brown Bag Session on the draft of the building program. Information will be distributed next week. OPN will also lead a Brown Bag session on best practices in library design. If there is a good response to these sessions, subsequent sessions may be scheduled.
- c. *IJOBS* – Doug Elliott thanked Hilery Livengood and Tamara Glise for their assistance with the application. The library is requesting \$5 million in competitive funding. On August 26 the Review Committee will meet. There are 130+ applications asking for \$130 million, and IJOBS has \$118 million to distribute. Doug will attend the Board Meeting. Vision Iowa is the template.
- d. *Darien, CT Library Visit* - Susan McDermott spent 1 ½ hours with the Director and Assistant Director of the Darien, CT Library. The features within the library are a direct result of the vision of its patrons. Patrons were asked what they wanted in a library and what the library should be doing. The Darien library was built around those needs and patron suggestions. Food and drink can be taken anywhere throughout the building, including computer areas. They have a small food area with three to four tables, and they allow patrons to order takeout and have it delivered at the library. They also sell prepackaged foods, drinks, and have interviewed caterers. Tables are available outside of the building during good weather. Treats are provided for teens during finals week. With regard to tax laws and tax status, Darien charges 5% of the gross.

There is a new book area (called Main Street) as you walk in and they have a reader's assistance area, much like a Barnes and Noble has. They do a coffee time once a week and talk about new arrivals. Darien uses an automated return slot and books are re-shelved within minutes. There are self-check-outs and well over 95% of people use that. Darien does not have a circulation desk, but rather uses a welcome desk, where patrons are greeted as they arrive. Instead of having a reference desk, reference librarians roam the library with individual laptops labeled "Ask Me." The Tech Center has 24 computers with large monitors and an adjoining classroom. Behind the Tech Center is a binding/copy room. The teen area was designed by a teen focus group and is next to the Tech Center. There are four computers in the teen area with large monitors. There are two public areas used as meeting space – a conference room and an auditorium. Darien uses a lot of programming and the focus is on making things easy for the patrons and providing a great library experience. The Darien Library opened in January 2009.

4. Policy and Personnel Committee – Susan McDermott, Committee Chair

- a. *Director Selection Update* – Board members should have received via e-mail the library director evaluation form. Please fill out on your computer and e-mail to Melody Spence. Melody will gather the information and send to the Board. The President of the Board and Chair of the Policy and Personnel Committee will meet with Tamara Glise and review the completed evaluations. Results will be presented to the Board at the September meeting. Please fill out these evaluations through the lens of the flood. Circumstances have been outside the norm and times have been difficult. All forms should be to Melody no later than August 17.
- b. *Sex Offender Policy* – A copy of the proposed Sex Offender Policy is in the materials distributed to the Board. This policy is similar to that under consideration by the Marion and Hiawatha Public Libraries. We will work in conjunction with Marion and Hiawatha with regard to procedure. Each city has taken the policy to their Legal Department for review.
Susan McDermott moved to accept the Sex Offender Policy, Harriet Kalinsky seconded the motion. The motion passed unanimously.

5. Ad Hoc Director Search Committee – Susan McDermott, Committee Chair

- a. *Director Selection Update* - Bob Pasicznyuk attended the Board Meeting today and was introduced by the Board. He has spoken with City Human Resources. Bob has a projected start date of September 21.

I. Director's Report – Karen Johnson, Adult Services Manager

1. Action Items

- a. *Half-day Closing for Staff Development Sept. 25* – The Cedar Rapids Public Library has historically done a half-day staff in-service. Tamara Glise would like to do the next staff in-service day on September 25.
Phyllis Fleming moved to approve the staff in-service day on September 25, Hilery Livengood seconded the motion. The motion passed unanimously.
- c. *Heritage Microfilm Reproduction* – The library would like to have microfilm available, if possible, before we are in our new building. This item is budget

neutral because it is FEMA reimbursable. Tamara Glise requested approval to go ahead with this project.

Joe Lock moved to approve the microfilm company reimbursement, Phyllis Fleming seconded the motion. The motion passed unanimously.

2. Informational Items

- a. Tamara Glise introduced Melody Spence to the Board.
- b. *SaaS Installation/New SVA Server* – The library will be offline August 11 through August 14 for this upgrade.
- c. *Comparative Statistics* – Statistics for last year have been posted on the State Library Website. Comparative statistics were distributed with Board information.
- d. *Summer Reading Program* - Carol Hoke gave a brief report on the Summer Reading Program. We had more participation than anticipated. There were 278 adults who participated, 154 young adults, and preliminary statistics for the children’s program indicate that 4,521 folders were created, with 2097 completed at the first level. The library also conducted a lot of other programs this summer, such as the Wii Programs for teens and Brown Bag Briefings and crafts for adults, which have been very well received. In addition, the library did several Score Programs for people who want to set up a new business, author Michael Buckley was here, and a new program was done in conjunction with the Freedom Festival – All that Jazz – with 100 people participating. There were also many participants in the children’s programs such as story times, crafts, movies, off-site story programs, etc. Our last off-site story time will be at Bever Park on August 7.
- e. *Build-Out Update* – Jeff Krohn provided an update to the Board on the build-out. The new Library Tech Center is planned to open August 24.

J. Old Business

None

K. New Business

1. Tamara Glise has been in contact with the flooded Louisville, KY library. We have offered our help and advice.
2. The Board raised the question of how the Downtown Branch is being received. The staff is tracking hours of usage. There are between 70 – 100 visitors per day. Christina Riedel did a presentation at Geneva Towers regarding the Downtown Branch. Additional computers have been purchased for when that need arises.
3. New York City has reached out through media and social gestures.

L. Adjournment