

Cedar Rapids Public Library
Board of Trustees
September 3, 2009
4:00 pm

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

Staff & others present: Tamara Glise, Doug Munson, Karen Johnson, Christina Riedel, Carol Hoke, Roger Rayborn, Jeff Krohn, Melody Spence, Leon Green and Bruce Hamous.

A. Consent Agenda

1. Library Board meeting minutes

August 6, 2009, August 13, 2009

Hilery Livengood moved to approve last meeting minutes and Susan McDermott seconded.

The motion passed unanimously.

2. Financial Report

The financial report was submitted by Joe Lock to the Board of Trustees. The report did not go out with the Board packets last week because the city does not yet have year-end numbers.

B. Public Comments/Communications

None

C. Announcements

None

D. Operational report—July --

Leon Green gave a short synopsis of the July Report. We are finally comparing to months after flood. July of 2008 was the first month the library opened to business. In July 2009 circulation was up 79% since last year and the highest since the flood. Reference questions, information assists and database searches have also increased considerably. The library is off to a good start for this fiscal year. Susan Corrigan asked if the credit always go to the library where the request for book is made. The answer was yes per Tamara Glise.

E. Friends of the Library Report – Greer Fry

There will be a Board Meeting next Tuesday, where they will do planning for their year-long activities.

F. Foundation Report – Tom Hansen

Christine Schuety received a wonderful volunteer service award from Wells Fargo. Each year Wells Fargo will give out ten \$10,000 awards nation-wide. Chris Shuety is the only \$10,000 winner in the state of Iowa and presented this check to the Library Foundation. Chris will continue to assist the library by helping with the capital campaign and serving on the Building Committee. She was formerly the Foundation President. Hilery Livengood presented the rest of the report as Natalie Ditmars had to leave the meeting early. The Foundation has started work with a feasibility group to work with the Steering Committee last Monday. There will be two or three more meetings and then the Foundation will submit a report in September.

G. President's Report – Susan Corrigan

a. *Library Levy* – The Board has enough signatures to put the library levy on the ballot. There is a lot going in right direction such as IJOBS funding, FEMA taking another look at the building, etc. Susan said the feedback that the Board has received is that the public would like to have more information and answers on what the library will look like and where the library will be. Due to the public perception that there is more information needed, Susan suggested that the Board defer putting the levy on the ballot in November and start working with the legislature to place the levy in an off-city election. Paul Pelletier asked what the life span on the signatures is. It was discussed that the Board would need to collect new signatures because the original signatures referenced the November ballot. It was discussed that, hopefully, the public will see this decision as an indication that the Board is listening to them; there is just not enough clarity on the new building at this point.

Paul Pelletier moved to defer putting the library levy on the ballot and Doug Elliott seconded. The motion passed unanimously.

Doug Elliott moved to pursue a change in law to allow the city to hold a referendum to change the library levy to an off-city election and Hilery Livengood seconded. The motion passed. Pelletier voted against.

H. Library Committee Reports

1. Finance Committee – Joe Lock, Committee Chair

a. *Budget Update: Final FY'09 and FY'10* – The City of Cedar Rapids has not closed its books yet so we will not know year-end numbers till that is done. Tamara Glise will meet with Casey Drew next week. City financials were just formatted. Revenues have had no significant changes. Non-personal expenses on the income statement have been broken out into two parts: Discretionary and Non-Discretionary items. Discretionary items are those where we specifically control spending and non-discretionary items are fixed costs that are ongoing (i.e., city accounting services, electricity, rent, etc.) Also changed are non-reimbursable items as categorized by FEMA, such as the Bridge rent, which will be in the operating budget versus the flood budget. This will make it easier to track expenses now.

b. *FY'11 Budget Process* - The 2011 budget process has already begun. Key Financial Strategies (KFS) is a process that combines financial planning with strategic planning to assure the city's vision. The budget will be done in four phases and concludes March 2010.

C. *Service Level Agreement* - The Finance Committee met with Casey Drew last week for a review of our Service Level Agreement. This agreement determines appropriate service levels. We were assured by city finance that we would have the support needed.

D. *FEMA Update* – FEMA places losses into categories and each category of loss has its own project work sheet (PWS). The library had nine separate project worksheets (i.e., building, collections and furnishings, ISAIC Clearing House, etc.). We learned last week that FEMA upgraded the library project worksheet from \$13.79 million to \$17.9 million – an increase of more than \$4 million. This project worksheet has been signed by the City and local FEMA but still needs approval by the national level of FEMA. In summary, there is an estimated total cost for the new library of \$45 million, which includes the following project work sheets: \$17.9 for the building PWS, \$8 million for the collection and furnishings PWS, and \$10 million from competitive and non-competitive IJOBS funding. It's possible that \$36 million of the \$45 million is slated for funding pending national FEMA level approval, leaving approximately \$9 million from the project not

being fully funded. The gap could be funded from a combination of the private sector and Vision Iowa.

2. Building Committee – Doug Elliott, Committee Chair

a. *City Facilities Open House* - Bruce Hamous gave a brief synopsis of the last Open House. Two hand-outs were given to attendees. Per Bruce, the goal of the first Open House was to provide information, the goal of the second Open House was to provide alternatives, and the third Open House will propose possible solutions. Almost 600 people participated in the second Open House. The overwhelming majority of comments pertaining to the library favored a new building versus renovating the old building. One comment that was repeated many times was that free and ample parking was needed for the library. Of the four sites looked at, the two receiving the most favorable comments was the site between 7th and 8th Street and First Avenue and the site just south of Green Square Park. Another common theme among comments was worry about continued flood risk. Of the 850 cards total received from the Open House, 209 pertained to library issues (25%). The next Open House will be October 6th. At that Open House the Board will continue to focus in on where the next location for the new library will be. Doug will meet with City Council next week regarding location.

b. *Building Program* – The Building Program has not been approved yet by the Board. That will be done in October. Per Doug Elliott, the Board will table updating west side branch approval until the establishment of a main facility.

c. *Library Visits (Urbandale, West Des Moines)* – Susan McDermott

Susan reviewed with the Board her impressions in a recent visit to two libraries in the Des Moines area.

3. Policy and Personnel Committee – Susan McDermott, committee chair

a. Interim Director Evaluation – A closed session was held for personnel matters pursuant to Iowa Code 21.5(1)(i) *i*. To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. The purpose of the session was to do an evaluation of Tamara Glise as Interim Director. A roll call vote was taken and the session closed to all but the Board for this review.

After the closed session reopened, Susan Corrigan thanked Tamara Glise for her hard work and excellent leadership skills under extraordinarily hard circumstances.

b. Update on the arrival of Bob Pasicznyuk, Director – Susan McDermott

Per Susan, Bob and his family plan to travel to Cedar Rapids mid-morning a week from today. Bob will spend the following week getting his daughter settled in school and will begin his new position on September 21.

I. Director's Report

1. Informational Items

a. West Build-Out Update – A brief synopsis was given by Jeff Krohn. The build-out on the Library Tech Center is done. The Maintenance Department has papered off the windows on the old Shoe Sensation location where the administrative offices will temporarily be located and he is currently waiting on a locksmith. The Maintenance Department will be moving the administrative staff to what will be the new ISAIC area so the library can quit paying rent upstairs. This was a cost saving idea submitted by Dee DeHaven of the Library Maintenance Department.

Per Jeff, once that work is complete then work on the new administrative area will begin in earnest.

- b. The build out and shelving cost for the Downtown Branch came in under \$10,000. Build-out costs are not funded by FEMA.
- c. This Month's Article: *A Tale with a Storybook Ending* – This article was recommended by Susan McDermott. Libraries can (and do) change lives.

J. Old Business

- 1. Paul Pelletier raised a procedural motion. Paul asked the Board to reconsider approving the August 6 minutes. He asked to be added to the attendee section at the beginning of the meeting minutes. Minutes already reflected the point that Pelletier arrived, which would make clear who voted on issues until that point.

Hilary moved to amend the meeting minutes by adding Paul Pelletier to the Board Attendee section at the top of the minutes, but otherwise approve the rest of the meeting minutes as they stood. Doug Elliott seconded the motion. The motion passed unanimously. Melody will correct the meeting minutes as requested.

- 2. Waypoint's Tribute to Women will take place on Thursday, October 8 at the Cedar Rapids Marriott. Tam Glise is among the honorees.
- 3. The "Picking up the Pieces" Quilt Show will be presented by the East Iowa Heirloom Quilters on Sept. 18th, 19th, and 20th at Hawkeye Downs. Proceeds from the silent auction portion of the show will be donated to the Cedar Rapids Public Library.

K. New Business

None

L. Adjournment