



## BOARD OF TRUSTEES

### Minutes of the Regular Meeting

April 23, 2009

**FINAL APPROVED**

**Members Present:** Michael Cohen, Thomas Dean, John Kenyon, William Korf, Thomas Martin, Mary New (left at 6:20), Meredith Rich-Chappell, Leon Spies

**Members Absent:** Linzee McCray

**Staff Present:** Barb Black, Terri Byers, Susan Craig, Beth Daly, Debb Green, John Hiatt, Charlie Koenigsaecker, Heidi Lauritzen, Kara Logsdon, Patty McCarthy, Kathy Mitchell

#### **Call Meeting to Order**

Dean called the meeting to order at 5:07 pm.

#### **Public Discussion**

Staff Union Representative Byers referred to an email Craig had sent to staff on April 22, 2009, which had included a draft of the memo presented to the Board April 23, 2009. Byers affirmed that the staff and Union are prepared to cooperate with Trustees in seeking ways to deal with current budget cuts. She offered to answer any questions the Board might have concerning the Union. Presently, around 80% of bargaining unit employees belong to the Union.

Staff member Mitchell thanked Craig for the insightful budget survey sent to staff on April 14, 2009. Mitchell remarked that Craig had shown an intimate and thorough knowledge of the workings of the Library and she praised Craig for putting everything on the table. Craig described the survey: she had asked staff to consider the library's mission, the level of current resources, and the expectation of diminished resources, and then rate listed library collections and services using a scale of five choices: "more resources needed", "should be maintained at current level", "should be cut modestly (0-15%)", "should be cut significantly (16 -50%)", and "should be eliminated".

#### **Approval of Minutes**

The Minutes of the Regular Meeting of March 26, 2009 were reviewed. A motion to approve the Regular Minutes as written was made by Korf and seconded by Kenyon. Motion passed 8/0.

#### **Unfinished Business**

**Recommended Budget Reductions:** Craig explained that the City Council had requested a list of possible budget cuts from all City Departments. She has not yet received official direction from the City Manager, but believes that each department is supposed to prepare lists to reflect budget cuts of 2% and 4%. Cuts should be from ongoing, not one time expenses. Recommendations are due to the City by May 8, 2009. Council is scheduled to discuss budget priorities on May 26<sup>th</sup> and May 28. Craig asked that the Board approve the suggested cuts as submitted at this time.

Dean prefaced the discussion with four points: any decisions made that night are proposed, not binding; the proposed cuts are to be made in the fiscal year 2011, which begins July 1, 2010; legally, Trustees have the final say on the Library's budget; and budget setting is a process, of which tonight is only a small piece. He further stressed that he expected the Board to be honest and straightforward in dealings with the City Council.

Craig reviewed the proposal she and staff had put together. It involves a variety of reductions, including elimination of some programs, collection cuts, and staff layoffs.

Trustees asked if Craig would consider reduced hours. She responded that the Library currently offers a rich variety of options for the public, but if it were closed, no services would be available. At this time, Craig recommends making cuts without reducing hours. If deeper cuts are needed, reduced hours are a strong possibility and the issue will need to be revisited.

Cohen stated that the staff is the Library's greatest resource, and so requested that continuing education not be cut at this time, particularly in light of the earlier reductions to continuing education made in December.

Kenyon asked what collections would be most affected by the suggested cut. Craig replied that collections with decreasing use, reference and serials, would be targeted first, and the collection with the smallest growth in use, adult nonfiction, would be next.

Craig remarked that management and union members are being asked to consider accepting a smaller wage increase than appears in the current contract. Trimming the upcoming raise from 3.1% to 2.1% could save an estimated \$26,000. However, a formal proposal would require a union vote.

A motion to affirm the suggested cuts as prepared by staff, with the amendment that continuing education would not be cut and collections would be cut an additional \$5,000, was made by Martin and seconded by Spies. Motion passed 8/0.

## **New Business**

- A. City of Literature Plaque: while the Board favors promoting Iowa City as a UNESCO City of Literature, there was some doubt whether the money for a plaque should be spent in a climate of budget cuts. Kenyon suggested the Library seek donors to offset the cost. A motion to approve the making and installation in the lobby of a plaque bearing the Marvin Bell poem, "Writers in a Café", using funds later to be identified, was made by Martin and seconded by Spies. Motion passed 8/0. Craig will get a firm estimate on the cost.
- B. University Heights Bookdrop: The developer of a proposed housing complex in University Heights has requested that a library book return be include as a feature, all costs to be covered by the City of University Heights. The Board will be prepared to discuss maintaining a bookdrop in the proposed area, providing that the Library incurs no costs associated with same. Craig will prepare figures if they are requested.

## **Staff Reports**

### Department Reports

- Children's: The Board complimented Green on "leveraging the budget" through partnerships.
- Systems: no comments
- Technical Services: The Board was pleased that the public is using Catalog Pro.
- Development Office: McCarthy encouraged the Board to attend Sunday's event: the Building the Collection auction. Rich-Chappell commented that she heard McCarthy on the radio promoting the event. McCarthy announced Bill Nusser will be the emcee.

McCarthy distributed flyers for the upcoming concert to benefit the Englert Theatre and the Library: Mother's Day Music with Tricia Park and Conor Hanick.

New asked why the Library removed the Plexiglas donation cube from the first floor. She remarked that it seemed to be an effortless way to raise a substantial amount for the Library. Craig responded that the staff would consider the issue.

- **Volunteer Recognition:**  
Board members were encouraged to attend the adult volunteer recognition event on April 29 and the youth volunteer recognition event on April 30.
- **Reader Report: Article by Todd Brown**

#### Miscellaneous:

- As a part of the celebration for the Library's 5<sup>th</sup> anniversary in renovated quarters, ICPL will sponsor the Friday Night Concert on June 12th. The band that night will be the Beaker Brothers. As part of the festivities, staff will launch ICPL book bags into the crowd.
- Maeve Clark is currently in Washington DC learning how to administer the ICMA (International City/County Management Association) Public Library Innovation Grant received by ICPL: ECO Iowa City.

#### **President's Report**

Dean appointed Leon Spies, Linzee McCray, and John Kenyon to the committee to nominate officers for the term beginning July 1, 2009.

Dean relayed a personal story: his wife and son had developed an interest in jazz music and musicians. His wife stumbled upon an art print at the Book End, depicting jazz greats. She was pleased to note that, after learning about the genre through borrowing books and CDs from the Library, she is now able to recognize most of the musicians pictured. She was more pleased that she could purchase the print for \$5.00.

#### **Announcements from Members**

Martin described his recent trip to Des Moines to attend a State Library Commission meeting. He said we could take comfort from the fact that we're not alone; that the state is also facing budget woes and the State Library is preparing for cuts.

#### **Committee Reports**

None

#### **Communications**

Letter from ALA

#### **Quarterly Financial Reports**

The Board was pleased that at the nine month point of the year, expenditures and receipts are at approximately three quarters of budgeted amounts.

#### **Quarterly Use Reports**

The Board was happy to note that library usage continues to increase. Craig revealed that in June, the Library will probably reach the milestone of 1.5 million checkouts in a single year. She suggested recognizing the event with a celebration.

#### **Disbursements**

The Visa expenditures for March 2009 were reviewed. A motion to approve the disbursements for March 2009 was made by Cohen and seconded by Rich-Chappell. Motion carried 7/0.

**Set Agenda Order for Next Meeting**

No meeting for May 5<sup>th</sup>, keep date open

Election of Officers

Policy Review

Building the Collection report

Mother's Day concert report

**Adjournment**

A motion to adjourn the meeting was made by Korf. Motion carried 7/0. Dean declared the meeting adjourned at 6:27 pm.

Respectfully submitted, Beth Daly

**Board or Commission: ICPL Board of Trustees**  
**ATTENDANCE RECORD**  
**CALENDAR YEAR 2009**

Name	Term Exp	Meeting Date											
		1/22/09	2/26/09	3/26/09	4/23/09	5/28/09	6/25/09	7/23/09	8/27/09	9/24/09	10/22/09	11/19/09	12/17/09
Michael Cohen	7/01/13	X	O/E	O/E	X	X							
Thomas Dean	7/01/09	X	X	X	X	X							
John Kenyon	7/01/13	X	X	X	X	X							
Bill Korf	7/01/09	X	O	X	X	X							
Tom Martin	6/30/11	X	X	X	X	X							
Linzee McCray	7/01/09	X	X	X	O/E	X							
Mary New	7/01/13	X	X	X	X	X							
Meredith Rich-Chappel	6/30/11	X	O/E	X	X	X							
Leon Spies	6/30/11	X	O/E	O/E	X	X							

KEY:  
X = Present  
O = Absent  
O/E = Absent/Excused  
NM = No meeting  
Res = Resigned