



**BOARD OF TRUSTEES**  
**Minutes of the Regular Meeting**  
**May 28, 2009**

**FINAL APPROVED**

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Thomas Dean, President  
Thomas Martin, Vice-President  
Michael Cohen  
John Kenyon  
William Korf  
Linzee McCray  
Mary New  
Meredith Rich-Chappell  
Leon Spies, Secretary

**Members Present:** Michael Cohen, Thomas Dean, John Kenyon, William Korf, Thomas Martin, Linzee McCray, Mary New, Meredith Rich-Chappell, Leon Spies

**Members Absent:** None.

**Staff Present:** Barb Black, Terri Byers, Maeve Clark, Susan Craig, Debb Green, Heidi Lauritzen, Kara Logsdon, Patty McCarthy, Elyse Miller, Hal Penick

**Guests Present:**  
None.

**Call Meeting to Order.**  
President Dean called the meeting to order at 5:02 pm.

**Public Discussion.**  
None.

**Approval of Minutes.**  
The Minutes of the Regular Meeting of April 23, 2009 were reviewed. A motion to approve the minutes was made by Kenyon and seconded by Rich-Chappell. The motion carried 9/0.

**Unfinished Business.**  
FY10/FY11 Budget Reductions/Budget Priorities.  
The City Council requested that departments identify potential service reductions in order to balance the FY10 and FY11 budgets. Craig attended the first of two Council meetings on Tuesday night, May 26, 2009. Reductions of \$250,000 for FY10 and \$1M for FY11 were discussed. Council will have another meeting tonight about FY11 reductions.

Craig was glad to see that the Interim City Manager did not recommend any permanent staff reductions but was concerned because some departments were not included in the reductions at all. Craig believes that the message that City Council is sending with their tentative approval of the reductions as presented by the Interim City Manager indicate that the Library is not a high priority for the City. Craig sent a memo to Board members, Finance Director Kevin O'Malley, Dale Helling, the Interim City Manager, and to Mayor Regenia Bailey expressing her disappointment about the

disproportionate cut the Library took relative to other City departments. Dean followed up with most of City Council today and alerted Council that the message they are sending is that the Library is among the lowest priorities of all City departments. In fact, some of the reductions we identified for FY11 were included in FY10. Dean reminded the Board that it has the final word on how the Library makes its budget reductions.

Cohen said that he believes across the board cuts are not a good idea. He also believes that we may not have communicated as well as we could have to Council. Cohen noted that the City Council, City Clerk, City Manager did not receive any reduction to their budgets. New wondered if perhaps we are a victim of our own success since we do a good job at fundraising. Craig said that this is a possibility. Dean believes that it is possible that when looking strictly at dollars, some of the reductions might look easy, but the scale of the reductions is disproportionate. Craig believes that sometime in June the Council will vote on the proposed reductions. Board members encouraged members of the community to express their feelings about the results of the priority setting process. New asked if a letter to the editor would be a good way to communicate this information to the public.

Cohen pointed out that the range of all of the budget reductions is between 0-2 percent and that the Library is in the middle. Spies pointed out that it may be that Council believes that the Library is strong, does its own fundraising, and believes that we are able to absorb the reduction. Spies believes that Board members should individually contact Council members and talk over with them what the inference of the priority setting process means to the Library. Rich-Chappell asked if there would be a public hearing when the Council takes an official vote on this. Craig said that tonight's meeting has no public comment time as it is a work session. Dean suggested that the Board could submit a letter to the Council. Martin believes we should be preparing for FY11 reductions as there is a six month or so budget planning window for FY11. Spies made a motion that the President or his designee communicate with Council on what the intended message of the priority setting reductions means. The motion was seconded by Cohen. Motion carried 9/0.

Dean drafted a document of general principles for the Library to use during the budget cutting process. Staff reviewed the proposed principles and offered suggestions. The principles identify the Library's top priority and then drill down from there. Cohen asked if there was a timeline for Board action associated with the document. Dean said that he thought by September when the budget process is already in motion. Craig pointed out that property taxes for FY10 are already identified and are not as fluid as other types of revenues. Cohen suggested that the Board might want to take action on the document sooner than September. Board members asked about budget reversion. Craig said that in all of the years that she has been doing City budgets, a reversion has only occurred once when the State budget mandated it. Martin believes that the budget should be an agenda item every month from now on.

Spies wondered who the intended audience is for the budgeting principles. Dean said that the document is a systematic way of considering budget cuts and identifies where the Library would start its budget considerations. Kenyon believes that the document is important because it provides guidelines that can be used by staff members and Board members to understand and refer to when the Library identifies how it makes budgeting decisions. Kenyon recommends that everyone spend some time with the budgeting principles document and that it be placed as an agenda item on next month's agenda.

### **New Business.**

Election of FY10 Board Officers. The Nominating Committee presented the following slate: Tom Dean, President (pending reappointment), Vice President, Tom Martin, Meredith Rich-Chappell, Secretary. The slate was approved 9/0.

Review of Board Policy #810: Discussion Rooms. This is a regularly scheduled policy review. No proposed changes. No action needed.

Review of Board Policy #811: Theft, Defacement or Alteration of Library Materials and Resources Policy. This is a regularly scheduled policy review. A motion was made by Martin, seconded by Kenyon to approve the policy as revised. Motion passed 9/0.

Preview of New Website. A staff committee has been working on the website redesign for some time. It will go public in June. Penick stated that half of the Library's traffic comes from Google and our current navigation scheme does not support our site as well as it could if you do not start from the home page. The current design is five years old and the ways that people navigate and use the web have changed dramatically in five years. Penick demonstrated some of the website's new features and its new, streamlined look.

Rich-Chappell left the meeting at 6:10 pm. Cohen left the meeting at 6:11 pm.

### **Staff Reports**

Departmental Reports:

Adult Services.

No comments.

Circulation Services.

McCray appreciated the report on Gloria Lacina, the Library Volunteer of the Year.

Information Services.

No comments.

Development Office Report.

Altered Books invitations went out; next Friday June 5 is the exhibit and auction in Meeting Room A from 5-7 pm. There are many submissions this year. McCray asked about the success of the Building the Collection fundraiser and how it compared to prior years. McCarthy said that there were many fewer persons in attendance resulting in fewer funds raised both this year and last year. She emphasized that attendance drives the success of this event. Dean said that it seemed that the same people attend this fundraiser every year. McCray said it was a great event.

Volunteer Recognition.

Kudos to Mary New, our Board member/volunteer.

Reader Report.

No comments.

Board Recruitment.

The deadline for applications is June 24, 2009. Council will address at their meeting on June 30. Tom Dean and Linzee McCray will be reapplying for Board membership.

Fifth Anniversary.

Saturday, 6/13/09 Board members are encouraged to participate in our fifth anniversary by handing out bookbags or slices of cake at the Jay Walljasper event.

Miscellaneous.

People thought the celebration honoring Ellen Buchanan's 20<sup>th</sup> year producing local history programs event was really great. New asked for an appropriate age range for the factory tours. Black said that 5-85 year olds are welcome. McCray was happy to report to her book group that the Library actually uses and works on its strategic plan.

**President's Report.**

None.

**Announcements from Members.**

None.

**Committee Reports.**

None.

**Communications.**

Letter from Gloria Lacina.

**Disbursements.**

The Visa Expenditures for April 2009 were reviewed. A motion to approve the disbursements for April 2009 was made Martin by and seconded by Kenyon. The motion carried 7/0.

**Set Agenda Order for June Meeting.**

Director evaluation.

Budgeting Principles.

**Adjournment.**

A motion to adjourn the meeting was made by Korf and seconded by Kenyon. The motion carried 7/0. Dean declared the meeting adjourned at 6:32 pm.

Respectfully submitted,  
Elyse Miller

**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	X						
Thomas Dean	7/01/09	X	X	X	X	X	X						
John Kenyon	7/01/13	X	X	X	X	X	O/E						
Bill Korf	7/01/09	X	O	X	X	X	X						
Tom Martin	6/30/11	X	X	X	X	X	X						
Linzee McCray	7/01/09	X	X	X	O/E	X	X						
Mary New	7/01/13	X	X	X	X	X	X						
Meredith Rich-Chappell	6/30/11	X	O/E	X	X	X	X						
Leon Spies	6/30/11	X	O/E	O/E	X	X	X						

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