



BOARD OF TRUSTEES
Minutes of the Regular Meeting
August 27, 2009

FINAL APPROVED

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

Members Present: Michael Cohen, Tom Dean, Mark Edwards, John Kenyon, Tom Martin, Linzee McCray, Mary New, Meredith Rich-Chappell

Members Absent: Leon Spies

Staff Present: Barb Black (in at 5:43 pm), Maeve Clark, Susan Craig, Debb Green, Kara Logsdan, Patty McCarthy, Elyse Miller

Guests Present: None.

Recommendations to Council:

None.

Call Meeting to Order.

President Dean called the meeting to order at 5:02 pm. President Dean welcomed our new Board member, Mark Edwards. Mark has lived in Iowa City for 25 years. He is interested in literacy programs, especially children's literacy. The Board members introduced themselves.

Public Discussion.

None.

Approval of Minutes.

The Minutes of the Regular Meeting of July 23, 2009 were reviewed. A motion to approve the minutes was made by New and seconded by McCray. Motion carried 8/0.

Unfinished Business.

Budget/Advocacy. Craig said that staff have had preliminary discussions about the budget and she is encouraging them to keep increases to a minimum. Cohen asked if the City has a revenue estimating conference like the State does. Craig says that it does not and that the most significant number is the rollback. Craig explained that the rollback is a complicated tax law wherein commercial property is taxed on 100% of its assessed value but residential and agricultural property is not similarly taxed. The rollback has an enormous impact on City budgets because real estate taxes are a huge source of revenue for cities. We do not know what this number is when we prepare departmental budgets.

NOBU Budget. The FY10 budget has already been approved by the Board. Last month Craig presented a project to change the vendor for RFID system that was approved for FY10. Two vendors have made presentations to staff. The cost for this project is more than expected. Craig believes that there is enough money in NOBU to support this request for additional funds for this budget item. We will need to replace every tag in the collection for this project. Money will be saved once all of the tags are replaced because new tags are less expensive. Currently we use proprietary tags that cost much more than the new tags will cost. New asked if the self checks will work better with this system. Craig said that the self-checks will be replaced and that the DVD unlocking devices will also be better. The current operating system for our current self-checks is old and we rely on them for half of our checkouts. McCray asked if there will be a learning curve for patrons. Craig said that it is a different system but should be easy for people. Kenyon asked if this technology will be around longer than the current one. Craig said that there is now an international standard for tagging and the new system will be compliant with it. A motion to approve the increase to NOBU budget was made by Kenyon and seconded by Cohen. Motion carried 8/0.

New Business.

Board Photograph. Since all Board members were not present, this item has been deferred to the September meeting, 9/24/09.

Change Date of October meeting. The regularly scheduled October meeting falls during the Iowa Library Association Annual Meeting. Staff request approval to move the date of the October Board meeting to October 15, 2009. Motion to move the date of the October meeting was made by Kenyon and seconded by Rich-Chappell. Motion carried 8/0.

Friends Foundation Letter of Understanding. The FY2010 Memo of Understanding between the Iowa City Public Library Friends Foundation Board of Directors and the Iowa City Public Library Board of Trustees was presented. McCarthy identified that there was a math error in the memo. A motion to approve the memo of understanding with the correction was made by New and seconded by McCray. Motion carried 8/0.

Appeal Process. A document has been drafted to give to sex offenders convicted of a sex crime against a minor who wish to appeal their ban from the library building. Craig stated that the information provided to the Library from such an appeal document and the appeal itself is considered an open record. Cohen asked if the whole Board would look at the appeal or if there would be a committee that would do so. Craig said that a standing committee would likely need to be in place to hear these appeals. In this case, the By-laws would need to be changed. Cohen thinks that a subcommittee would expedite the appeal process. But, the timeline for an appeal might need to be longer if a committee was making a recommendation to the full Board. Dean suggested that the Board see how the appeal process works before action is taken on whether or not to convene a subcommittee. The new process will be put in place and the Board kept informed of any requests.

Community Survey. Craig said that the 2004 community survey will be repeated this fall as part of the strategic planning process. Mid-October to late-October is the time frame that the survey will be conducted. Craig asked if the Board wants the survey to include questions about new services vs. old services and whether there is an interest in asking about a branch library/libraries. Surveys lay the groundwork for issues such as this and having it in the survey would provide a baseline for the future. McCray said that many people are getting rid of their land phone lines so it may be a different demographic who respond to the new phone survey. Craig said that there is a way to get to everyone. McCray also thought it was interesting that the peer institutions on the 2004 survey are mostly entertainment related. New would like to include a time frame for how long the survey will take at the beginning of the phone call. Cohen asked why the survey was not done on the web. Craig said that data is not as scientifically reliable as the phone survey. Craig said that there are a number

of ways that we collect data. There is the phone survey and a paper user survey that is given to people who come into the library. We also analyze how people use the library, what equipment they use, how many chairs are in use, etc.

Annual Report. The complete annual report is available online on the front page of our website, www.icpl.org. Once again, the report shows increased circulation and increased people into the building this past year. New asked who was responsible for the report. Craig said that Administration staff were responsible. Cohen and Martin offered kudos to staff for the report. Craig briefly reviewed the receipts and expenditures report and suggests that this is a good snapshot of the Library budget.

Staff Reports.

Departmental Reports:

Children's Services. Green stated that the Children's Services is in the process of building a book house in the Children's room. They are soliciting gently used books to create the structure.

Systems. Dean was pleased to see good response to the website.

Technical Services. Black said that Google analytics allows you to see where all the website users are coming from. You can view data by state, city, etc. Many states are linking in, displaced Iowa Citizens, perhaps? Black believes that as time goes on, more and more features that we have in the "classic" catalog will be included in Catalog Pro and then more users will migrate to Catalog Pro.

Development Office Report. McCarthy showed ads that were placed in The Key and said that the Library is listed first in the new Iowa Shares brochure. McCarthy reminded the Board that the pressed penny machine is leaving after Labor Day. MidwestOne will be collecting books for The Book End again in September.

ILA Conference. The annual conference is October 21-23, 2009 in Des Moines. Nine staff members are attending from ICPL. Board members are invited to go; a car is going up for the day on Thursday.

City of Literature. The first meeting of the full Board was held last week. Kenyon and Craig both sit on the Board. Last fall, Little Village had an article about the connection between Pulitzer Prize winners and Iowa City. For the City of Literature, Library staff created a poster called Pulitzer Town that has photos of writers who have won Pulitzer Prizes who have a connection to Iowa City. Craig will take the posters to Washington D.C. for the National Book Festival in September. The job posting for the Executive Director position for the City of Literature will be up soon. The University of Iowa will be responsible for the City of Literature website. Currently, COL information is available at the Writing University website.

Reader Report. No questions or comments.

Miscellaneous. Board members were glad to see Dean's response in the paper about the sex offender policy. The most recent Little Village was distributed. It is a green issue, and included information about ECO Iowa City events. There are articles and ads throughout the issue.

Financial Reports.

Receipts Year End 2009. No comments.

Expenditures Year End 2009. 97.2% of the budget was spent.

Gifts and Bequests Year End 2009. No comments.

President's Report. Dean reminded members about the Board dinner to follow the meeting.

Announcements from Members.

Martin attended a State Library Commission meeting last week. The State Library budget is very tight. The President of the Commission is from Council Bluffs; many people from Omaha are coming to use the Council Bluffs library. Despite the financial picture, library use is up in most libraries in Iowa.

Committee Reports.

Kenyon reported that Foundation members met earlier this month. They are planning a year's worth of fundraising events, including Building the Collection and Altered Books. Some funds were shifted from reserves to meet the obligations to the Library but it is not expected that this will happen regularly. The Board is exploring the idea of having foundation members be responsible for selling a certain amount of tickets or soliciting others to be patrons and fill a table.

Communications.

Communication that comes to the Library Board email through the new website will be included in Board packets as communication.

Disbursements.

The Visa expenditures for July 2009 were reviewed. A motion to approve the disbursements for July 2009 was made by Martin and seconded by Cohen. The motion carried 8/0.

Set Agenda Order for September Meeting.

Board photograph.

FY11 Budget.

Sex offender policy revisions.

Adjournment.

A motion to adjourn the meeting was made by New and seconded by Kenyon. Dean closed the meeting at 6:19 pm.

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	X	X	X			
Thomas Dean	6/30/15	X	X	X	X	X	X	X	X	X			
Mark Edwards	6/30/15	Not on Board							X	O/E			
John Kenyon	7/01/13	X	X	X	X	X	O/E	X	X	X			
Bill Korf	7/01/09	X	O	X	X	X	X	Term expired					
Tom Martin	6/30/11	X	X	X	X	X	X	X	X	X			
Linzee McCray	6/30/15	X	X	X	O/E	X	X	X	X	X			
Mary New	7/01/13	X	X	X	X	X	X	X	X	X			
Meredith Rich-Chappell	6/30/11	X	O/E	X	X	X	X	X	X	X			
Leon Spies	6/30/11	X	O/E	O/E	X	X	X	O/E	O/E	O/E			

KEY:

X = Present

O = Absent

O/E = Absent/Excused

NM = No meeting

Res = Resigned