



BOARD OF TRUSTEES
Minutes of the Regular Meeting
February 25, 2010

FINAL APPROVED

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

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

Members Absent: Michael Cohen, Leon Spies.

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

Guests Present: Elly Burrows, Hannah Kramer, Steve Miller, Stephanie Seidel, Kelli Sullens, Annie Szatkowski

Recommendations to Council: None.

Call Meeting to Order.

President Dean called the meeting to order at 5:05 pm.

Public Discussion. None.

Approval of Minutes.

The Minutes of the Regular Meeting of January 28, 2010 were reviewed. A motion to approve the minutes was made by Kenyon and seconded by McCray. Motion carried 5/0.

Edwards entered at 5:06 pm.

Unfinished Business. None.

Rich-Chappell entered meeting at 5:07 pm.

Logsden entered meeting at 5:08 pm.

New Business.

FY11 Calendar.

The building calendar for the next fiscal year is set in February. Craig believes it is a burden for the community to have the Library closed two days in a row, particularly in the summer. She is

proposing for the July 4th holiday, the Library will be closed on Sunday, July 4 and open on Monday, July 5 from 10:00 am to 6:00 pm with holiday staffing. But, the Library will be closed all day on Friday, December 24 and Saturday, December 25, because the Library is not as busy as it is in the summer.

We are in the middle of retagging the collection for the upgrades to our self-check units and entry gates. The Library must be closed so that we can remove the current self check machines and security gates, rewire the gates, and install new self checks. Additionally, staff will have to deactivate the old tag in each item. Craig identified the projected date/s to be closed both by looking at days in May with low circulation and no meetings scheduled in the meeting rooms, and providing staff with a comfortable timeline. The current plan is to close the Library at 2:00 pm on May 12 and reopen at 10:00 on May 14. As the project moves along and we get closer to the "Replace Self Checks Day," we may have to adjust the dates we are closed. New made a motion to approve the calendar as presented and Martin seconded. Motion carried 7/0.

Library Board Policy #801: Circulation Policy.

This is a regularly scheduled policy review. No changes are proposed to limits, fines and due dates. Kenyon asked if people really check out 75 items with respect to personal card and institutional cards. Craig stated that some families do check out the maximum number of items, as do institutional cardholders.

In response to a question about institutional Library cards, Lauritzen said that institutional cards are for non profits and businesses and these entities are entitled to checkout 100 items if they are in our cardholder area. Daycare centers, preschools, and special programs in the school district are examples of institutional cardholders. Martin wondered if there are many instances of a person having 75 items checked out on a card at one time. Lauritzen said that there are some regular patrons who have 50 items out at a time, but most cardholders do not have this many. Our system enforces the limits we have identified so that patrons who do check out at the limit are reminded about this. Green mentioned that homeschooling families also check out a lot of materials.

New asked about the due date issue. Many people believe that they have returned materials before the library closed. On days when the Library closes early, this might cause something to be late, for example. New asked if the Library has custodial staff in the building at midnight. Craig said that we do, but she does not want to make them responsible for emptying bins right at midnight. Edwards asked if a fine might be waived in such a circumstance. Lauritzen said that a fine might be waived for materials returned after closing on the due date once while educating a patron about our checkout policy. Lauritzen emphasized that our return policies are publicized and in our written circulation materials that inform users of our policies. Dean said that any change would need to be absolutely consistent and believes that closing time is consistent.

The fine rate comparison was provided for the Board's information. Craig reminded the Board that fines are a revenue stream for the Library and believes that Library revenues would decrease if fines were the same for all materials. New wondered why some of the other libraries have no fines for children's items. Green said that this is likely a philosophical decision. Those who have lower fines for children's items want to encourage reading and acknowledge that children cannot get themselves to the library.

Lauritzen stated that a majority of Circulation Policy Committee were willing to make a fine change if there was a corresponding decrease in the DVD fine to .50 per item so that "dollar a

day” items would be reduced to \$0.50. If the Board is interested in changing fine rates, staff will need to research the impact. Dean said that fine rates and due dates can be revisited by the Board in the future. A motion to approve the policy with the changes recommended by staff was made by Rich-Chappell and seconded by Kenyon. Motion carried 7/0.

Collective Bargaining Agreement. An agreement between AFSCME Local #183 and the City of Iowa City and the Iowa City Library Board of Trustees has been approved by AFSCME membership and the City Council. Terri Byers, Vice President of Local #183, Kathy Mitchell, Library Bargaining Team Representative, and Steve Miller, President of Local #183 attended the meeting and addressed the Board.

Byers said the contract negotiations were stressful. She thanked Barb Black for her professionalism and Mitchell for her service. She explained the changes to the contract. Byers stated that health care changes are significant and consistent with what police and fire have settled on. This contract calls for a split pay increase in July and in January. Longevity pay will not be issued in a separate check for the first time. Craig stated that the City Council and the Library Board must approve the contract and the City already has done so. A motion to approve the AFSCME contract as negotiated was moved by New and seconded by Edwards. Motion carried 7/0. Dean thanked staff for their service.

City Gifts/Naming Policy. The Iowa City City Council seeks input on a policy on the naming of public facilities. The Friends Foundation discussed this at their February meeting and feel the proposed policy would have a very negative impact on fundraising and puts the City in a bad light. The Board believes that the policy presented does not represent its wishes. New agreed with the Foundation.

Staff Reports.

Departmental Reports:

Children’s Services. The importance of early literacy is the lead story in the upcoming Window. Martin really likes the concept. The Book Nook is coming on April 1 and its unveiling will be combined with a Popo’s Puppet Festival.

Systems. Penick discussed the SSL certificate and the fact that it has to be manually installed for some browsers. Since the SSL is used for so many things, ICPL will purchase a new certificate. Dean congratulated Kevin Hatch and Matt Butler on their upcoming presentation to the Library Technology Conference in Saint Paul. They will conduct a session about Event Manager, the online library calendar/event management software that was created in-house.

Technical Services. New completed her first RFID replacement tagging stint. She described the procedure for the Board. You place a very sticky sticker on a scanner, put a book under an infrared reader, and then place the sticky sticker on the back of the book underneath the old sticker. Sticker a cartful of books, make a blue line across the top of each book spine, and that’s it. Black reported that 80,000 books have been retagged so far. Black reminded that Board that staff are tagging during their regular work hours.

Development Office Report. McCarthy thanked the Trustee Spellers, Tom Dean, John Kenyon, and Tom Jordan for their participation in Iowa City Spells. The Bradley & Riley PC team were the spelling champions. The event raised more than \$5,000. McCray was one of two (2) audience spelling bee winners.

City of Literature. Jeannette Pilak, the first Executive Director of the Iowa City UNESCO City of Literature, will begin work full time on April 1. Her office will be on the 2nd floor of the Library, adjacent to Craig's.

Incident at the Library. This was a stressful and unfortunate situation that received a lot of media attention. Younger kids got in a fight in the Children's Room and then as they were being escorted out, things escalated, siblings got involved, and things got out of hand. The incident lasted approximately three minutes. Police arrived immediately and made three arrests. Library staff will have extra training at the April All Staff meeting when Jorey Bailey, Crime Prevention Officer, will talk to staff about how to deal with potentially aggressive situations.

State Library issues. There have been a lot of emails about state funding issues. Dean asked Craig to provide a summary for the Board. Craig explained that the State is trying to cut hundreds of millions of dollars out of its budget. State Representative Mary Mascher introduced an amendment to the main reorganization bill addressing library issues that would streamline services by eliminating Library Service Areas (LSA). This would close seven (7) regional offices throughout the state which would save \$600,000. Eight staff would be hired at the State Library to serve the smaller libraries. Small libraries depend on support services from the LSAs and were upset about the amendment.

The State Library Commission met on the February 15th. Martin reported that eight (8) librarians came to the meeting. The Commission assured the librarians that the consultants would continue to be out in the state. Currently, the language to eliminate the LSAs has been removed from the bill. Craig said that this is a divisive issue but ultimately the budget must be reduced.

Reader Report. No comments.

Miscellaneous. No comments.

President's Report.

Appoint Nominating Committee for Officers next year. Dean has asked New to head up the Nominating Committee with Edwards and McCray. The Board election is held in May. Dean also mentioned that the Board may want to change the meeting date in March due to the Public Library Association annual meeting, which Craig will be attending. The choices presented were to move the meeting to March 18 which is Spring Break for schools, move the meeting to April 1, or keep the meeting on March 25 with Lauritzen filling in for Craig. After discussion, the Board decided to hold the meeting on March 18, 2010.

Announcements from Members.

New mentioned that she noticed the stair engraving. Double lines have been etched into each stair. Both Clark and Logsdon have received positive feedback from both the top and bottom of stairs at their respective public service desks.

Committee Reports.

Foundation Members. Kenyon reported on the Foundation Board meeting held earlier this month. The upcoming Building the Collection fundraiser has an exciting list of auction events and silent auction items. Foundation members have been encouraged to put together a table for the evening. Library Board members are encouraged to ask friends to put together a table for Building the Collection on May 2.

Communications.

Email from Dan Lechay. Craig said that she is glad that we can respond to Mr. Lechay that there is an initiative in the current strategic plan for recycling. Craig hopes improvements can be made by the end of this fiscal year.

Disbursements.

The Visa expenditures for January 2010 were reviewed. A motion to approve the disbursements for January 2010 was made by Kenyon and seconded by Martin. Motion carried 7/0.

Set Agenda Order for March Meeting.

March meeting date changed to March 18.

Appoint Committee to review Director.

Strategic Planning.

Copyright Policy.

Adjournment.

A motion to adjourn the meeting was made by New and seconded by McCray. Motion carried 7/0. Dean closed the meeting at 6:17 pm.

Respectfully submitted,
Elyse Miller

Board or Commission: ICPL Board of Trustees
ATTENDANCE RECORD
CALENDAR YEAR 2010

Name	Term Exp	Meeting Date											
		1/28/10	2/25/10	3/18/10	4/22/10	5/27/10	6/24/10	7/22/10	8/26/10	9/23/10	10/28/10	11/18/10	12/16/10
Michael Cohen	7/01/13	X	O/E	X									
Thomas Dean	6/30/15	X	X	X									
Mark Edwards	6/30/15	X	X	X									
John Kenyon	7/01/13	X	X	X									
Tom Martin	6/30/11	X	X	X									
Linzee McCray	6/30/15	X	X	O/E									
Mary New	7/01/13	X	X	X									
Meredith Rich-Chappell	6/30/11	X	X	X									
Leon Spies	6/30/11	X	O/E	X									

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