



BOARD OF TRUSTEES
Minutes of the Regular Meeting
May 27, 2010

FINAL APPROVED

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

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

Members Absent: Leon Spies

Staff Present: Barb Black, Maeve Clark, Susan Craig, Beth Daly, Debb Green, Heidi Lauritzen, Kara Logsdon, Patty McCarthy

Guests Present: None

Recommendations to Council: None

Call Meeting to Order.

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

Public Discussion/Introduction of New Board Member

Holly Carver attended her first Board Meeting. Introductions were made all around.

Approval of Minutes

The Minutes of the Regular Meeting of April 22, 2010 were reviewed. A motion to approve the minutes was made by Mary New and seconded by Meredith Rich-Chappell. Motion carried 8/0.

Unfinished Business: None.

New Business

- Election of FY11 Board Officers: the Nominating Committee presented a slate of candidates to take officer positions on the FY11 board: Thomas Martin, President; John Kenyon, Vice-President; and Meredith Rich-Chappell, Secretary. A motion to approve the slate of candidates as officers was made by Linzee McCray and seconded by Mark Edwards. Motion carried 8/0. Dean thanked the Nominating Committee for their work.

- Strategic Plan: Craig stated how pleased she was with the level of participation from the staff this year. Board members requested that Craig include a paragraph in the opening statement of the plan to explain that, while the initiatives in the plan were aimed at improving services at ICPL, this does not mean the staff will stop providing materials and offering services that are not in the plan and are currently done so well.

Points clarified include the following: “Core Competency” refers to services offered by all public service desks, ex: staff on all desks could be trained to change the expiration date of a library card (currently, only Circ staff may do this); “Customer Service Training” refers to in-house training, sending staff to workshops, as well as bringing outside trainers to the Library; a “Style Sheet” is a method of making all documents from the Library consistent with each other, ex: “Storytime”, not “Story Time”; and all sections of the strategic plan are equally important, not prioritized by number.

Craig explained that she envisions this plan to be more flexible than those of earlier years. She wants to allow for a 3-5 year time frame, to accept new initiatives, and to be open to dropping items as needed.

A motion to approve the revised long range plan was made by Mary New and seconded by John Kenyon. Motion carried 8/0.

Appointments to Art Advisory Committee:

The terms of two members expired on April 1, 2010.

A motion to approve the reappointment of Karen Copp and the new appointment of Sara Slee Brown to the Art Advisory Committee was made by Linzee McCray and seconded by Tom Martin. Motion carried 8/0.

Staff Reports

Departmental Reports

- Adult Services: Logsden invited the Trustees, when leaving the meeting, to observe the various art projects around the Library. Most prominent is the display by Weber Elementary School students: Historic Downtown Building Models. This exhibit is an annual part of Weber Days, and brings kids and their families into the library. Another display of interest is the sandbag art on the north wall.

Logsden shared the story of one group, the Ukulele Club, who holds meetings on Sundays in one of the Library’s rooms. Apparently, the club has gotten a lot of attention and even a few new members from people walking through the Library. The club has requested that the Library co-host a program with them. The two Adult Services interns, Jose Colon and Maddie Armstrong, will be producing the program in full.

Logsden invited the Trustees to visit the Overdrive digital bookmobile. It will be at the site of the old bus station next to the Bike Library (corner of Gilbert and College Streets).

- Circulation Services: Lauritzen praised Library staff from all departments for pitching in to help patrons use the new self-check machines. The percent of checkouts at self-checks as opposed to staff assisted checkouts is up, possibly due to the new 4th checkout station. While things are going smoothly on the public side, behind the scenes, staff are still hard at work on the collection conversion project.

Black added how proud she is of ICPL staff for pitching in with the conversion. Over 60,000 items were adapted for the new system during the day and a half the Library was closed, and at least that many have been converted since then. Black said she was amazed at the way staff of every level and department threw themselves into the project. New friendships were made and interdepartmental relations were strengthened.

Lauritzen commented that the elementary school registration has been a great success so far this year. Over 100 school kids received library cards, which they can now use to ride Iowa City Transit busses to the Library for free this summer.

Speaking of local schools, Green drew everyone's attention to the "Get on the Library Bus" flyer on the table. This flyer has been distributed to children in all Iowa City Schools.

- Information Services: Clark shared some statistics from the annual VITA (Volunteer Income Tax Assistance) program. Members of Beta Alpha Psi, Honorary Organization for Accounting Majors, helped 1,023 people (over 800 at ICPL alone) fill out and file their tax returns this year, and an estimated 1.7 million dollars in refunds will be received by area residents. Under Joyce Berg, Faculty Sponsor, 97 students volunteered many hours of their time to the program. VITA introduces many clients to the Library.
- Development Office Report: McCarthy invited the Board to attend the Altered Books opening, set for Thursday, June 3, from 5:30 to 7:30 pm. Sale of the approximately 55 items begins that night. On Friday, June 4, during the Gallery Walk and Iowa Arts Festival, the Library will host the Altered Books Exhibit and sale. The public is invited to view, enjoy, and purchase original art made out of books. The exhibit was mentioned in the Summer of the Arts magazine.

McCarthy was pleased to announce that the Iowa City Public Library received over \$3,000 from Iowa Shares, a combined fundraising effort resembling the United Way.

New praised the recent "Building the Collection" auction fundraiser. Not only was the event successful and a lot of fun, but the Foundation made contact with various new donors.

- Volunteer Recognition: Martin, who attended the event, illustrated the importance of volunteers to the Library: it would take \$175,000 to pay staff to complete the tasks that these volunteers accomplished for free last year. Craig agreed, saying she could not overemphasize the value of volunteers to the running of the Iowa City Public Library.

Edwards remarked that he had a good time talking to different volunteers and finding out some of the many reasons people have to volunteer.

- Envisionware Project Report: Craig was impressed with the extraordinary efforts of staff who made the conversion to Envisionware seem easy.
- Reader Report: Board commented that this was a nice article, and that the Library has gotten some good press lately.

Miscellaneous

- City's naming policy: The City Council is recommending that a committee be convened to review the City's naming policy.

President's Report: None

Announcements from Members

Rich-Chappell, who bought the 5' giraffe at the Build the Collection auction, reported that she had donated the stuffed animal to her daycare. The daycare children love the giraffe and have named it Ollie.

New asked if the homecoming buttons (her donation), had raised much money. The item sold for approximately \$500.

Committee Reports

- Foundation Members: None

Communications: None

Disbursements

The Visa expenditures for April 2010 were reviewed.

Craig explained that the \$35,000 from the Damages and Losses account paid for Envisionware RFID tags. This project supports the use of collections.

A motion to approve the disbursements for April 2010 was made by Kenyon and seconded by New. Motion carried 8/0.

Set Agenda Order for June Meeting

Closed session for Director Evaluation
Ideas for Board Annual Report

Adjournment

A motion to adjourn the meeting was made by Rich-Chappell and seconded by McCray. Motion carried 8/0. Dean closed the meeting at 6:00 pm.

Respectfully submitted,
Elizabeth Daly

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
Holly Carver	7/1/13	Not on Board				X							
Michael Cohen	7/01/13	X	O/E	X	X	Resigned from Board							
Thomas Dean	6/30/15	X	X	X	X	X							
Mark Edwards	6/30/15	X	X	X	O/E	X							
John Kenyon	7/01/13	X	X	X	X	X							
Tom Martin	6/30/11	X	X	X	X	X							
Linzee McCray	6/30/15	X	X	O/E	O/E	X							
Mary New	7/01/13	X	X	X	X	X							
Meredith Rich-Chappell	6/30/11	X	X	X	X	X							
Leon Spies	6/30/11	X	O/E	X	X	O/E							

KEY:

X = Present

O = Absent

O/E = Absent/Excused

NM = No meeting

Res = Resigned