

On Tuesday, February 17, 2015 Library Board of Trustees President, Steve Imming called to order the regular monthly board meeting at noon.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Jimmy Holt, Steve Imming, Judi Lance, Amanda Motto & Sylvia Roba Absent: Dave Iglehart

Others present: KennethWayne Thompson, Library Director; Amy Groskopf, Assistant Director; Sue Anderson, Operations Manager, Ian Russell, FRIENDS Board President, Tracy Moore, Development Officer, Brandon Wright, City Finance Director, Mallory Merritt, City Finance Analyst and Karen Neal, Recorder.

1. Consent Agenda
 - A. Roll Call
 - B. Approval of agenda
 - C. Approval of February 5, 2015 board minutes
 - D. Financials

Casillas made a motion to approve the Consent Agenda with a second from Lance. Motion passed with all ayes.

Imming noted a correction to the January 20, 2015 minutes wherein on the last page it should have reflected 77% for "streets" and not police as it related to needed improvements noted by the public in the community survey. As such, Cooper made a motion to approve the January 20, 2015 minutes, as corrected, with a second from Engelmann. Motion passed with all ayes.

Wright was invited to attend the board meeting to answer any questions board members might have about the FY16 budget, particularly with many new faces on the board. As compared to the FY15 budget, the operating budget for the library remains flat, he commented. While there are an additional 1.5 FTE's in the FY16 budget, the funding for those positions came from reducing the operating/supplies lines, at the request of Library administration.

The CIP budget for the Library is down from FY15. The CIP budget lines, city-wide, fluctuate more because of capital needs, he explained. For the Library, there are and have been two ongoing CIP projects for several years: collection development and electronic replacement. In the current year, there is \$500,000 for updates to the Main Library (new Chiller) whereas in FY16, that need is reduced to \$200,000 (updates to meeting rooms). City Hall administration recognizes the deficiencies at the Main Library and is committed to continue to invest in its outdated infrastructure. It is conceivable to anticipate there may come a time that the Main Library will be looking at a huge single-year CIP award to clean up, renovate, update or simply fix broken items...to give the building its just due. Wright agreed that grants are certainly an option to explore, including energy-related or LEED, for instance.

Board members thanked Wright for his time.

2. Reports

FRIENDS Report – Russell reported that, having met last week, the FRIENDS board has a great set of fundraising goals that are attainable. They had a good 2014 financial year with their investment portfolio now totaling \$2.1 million, even having spent \$200,000 for new carpet for the library.

Their annual meeting is April 30th at the Fairmount branch library. Russell encouraged trustees to attend – and further encouraged them that, if not a FRIENDS member, to become one.

Plans for the April 18, 2015 fundraiser at Blackhawk Bowl are being solidified.

Finance Committee – no report

Personnel Committee – Imming reported that he and Iglehart met with Thompson last week to review with him his annual performance evaluation. Board members agreed that the Personnel Committee's evaluation process definitely benefited the board of trustees.

Director's Report – Thompson noted that this month's Director's Report is fairly expansive, hoping to provide necessary details in light of his departure early next month.

Thompson echoed Russell's good news and drew the board's attention to the Fund Development Plan included in today's board packet. This spreadsheet, while fluid in nature, identifies grant and gift giving plans and opportunities through 2017. Moore will continue to work closely with the FRIENDS and Library Administration in securing funding for an array of library projects. Holt asked if there were specifics tied to the "Main Renovation" (in the "funded project" column). Thompson replied that there is a list of items identified, including energy savings, for instance.

The Main building's Chiller replacement is in progress, having awarded the contract to the lowest responsible bidder, Crawford Company. Andy Dibbern, Public Works Facilities/Maintenance Manager, is project manager and will work closely with Groskopf this spring.

In his Director's Report, Thompson included board-requested language changes for the Sponsorship & Gift Policy. That Policy will come before the board in March for review.

Also found in today's board packet is a spreadsheet, providing a breakdown of current projects and contact information. This also is a fluid document that will be used by Library Administration going forward.

Imming noted that he was very interested and encouraged about the library exploring grant opportunities with LEAP...to reach individuals who may not otherwise be able to access library services.

3. Old Business

Strategic Plan – in light of Thompson's resignation, Imming asked him to revise the document to generalize the target dates which will provide a bit more flexibility for the Interim Director. That said,

Engelmann made a motion to approve the Strategic Plan with a second from Casillas. Motion passed the motion with all ayes.

Personnel Manual – Having worked on revisions for the past several months – with the understanding further revisions will likely be made after the union contract is ratified - Engelmann made a motion to approve the Personnel Manual with a second from Casillas. Motion passed with all ayes.

Negotiations – the next negotiation talks are scheduled for Thursday, February 26th. After that meeting, Thompson will send an email to board members on the results of that day's discussions between the parties.

4. New Business

Anderson provided an overview of the Succession Planning document included in the board packet. Brief discussion ensued. Anderson commented that whenever a full time staff person leaves, a dialogue takes place on whether that position should be replaced, as is, or if the salary money could be better spent to meet other needs of the organization. Board members extended their appreciation of the efforts of the staff to project resignations/retirements, especially as baby boomers exit the job force.

Creative Arts Academy Lease – Thompson reported that the School District does want to renew the lease for the next school year. The initial calculations made in December 2013 for the space when figuring the utilities percentage were low. Then it was calculated at 3300 sq ft – reality is 4300 sq ft. Consideration, Thompson thought, should also be made for the daily use of the Film Room by the Academy. At the very least, it should be spelled out somehow in the lease that they utilize that space every day. Originally it was understood the Library would be able to use the classrooms during the summer break, for instance. In fact, the computer lab will not be free for library staff to use...again, something that should possibly be spelled out in the Lease. While the current Lease does not address number of students - if thought to be critical to the Lease terms - plans are that the number of students may be double the next school year what they are currently.

Retroactive Pay increase for Library Director - Engelmann made a motion to approve, retroactively to January 1, 2015, a 1.5% increase to the Library Director's salary to match the increase that other City Department Heads received at that time. Cooper seconded the motion. Motion passed with all ayes.

Thompson's Resignation – Engelmann made the motion to formally accept Thompson's resignation, effective the end of business on Friday, March 6, 2015. Casillas seconded the motion. Motion passed with all ayes.

5. With no further business, the meeting was adjourned at 12:52 pm.

Respectfully submitted,

Karen Neal, Recorder

