

On Tuesday, February 18, 2013 Board President Greg Lundgren called to order the regular monthly meeting of the Library Board of Trustees at noon at the Main Library.

Present: Marie Christian, Dave Iglehart, Greg Lundgren, Steve Imming, Judie Lance, Sylvia Roba & Tracy Schwind. Absent: Ken Croken & Tom Engelmann

Others present: Amy Groskopf, Interim Library Director, Stephanie Schulte, Associate Director of Customer Services, Sue Anderson, Library Operations Manager and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of January 15, January 24, January 31 & February 14, 2013 board minutes
- D. Financial Reports

Schwind made a motion to approve the Consent Agenda with a second by Christian. Motion passed with all ayes.

2. FRIENDS Report

- Groskopf reported that at last week's meeting their Investment Manager met with them, providing guidance, as needed, for their investments.
- They are also looking at amending their bylaws to shorter terms, hopefully, thereby encouraging more active participation for a shorter duration.
- They welcomed a new board member, Kasi Harmsen.
- Book sale donations are down but they are hoping "spring cleaning" by the public will rejuvenate their bookstore supplies.

Committee Reports

No reports from Finance, Personnel, Buildings & Grounds or Marketing

Planning – Imming reported that the Planning Committee will, no doubt, have some future role to play after the new library director's goals are set.

3. Director's Report

Groskopf reported that the City Administrator is presenting the FY14 budget at tomorrow night's City Council Committee of the Whole meeting. She reminded the board that, as previously approved by them, the 1.5% budget reduction will cut the Library's Homebound program, a program that serves less than 50 patrons. She also noted that it is very possible the requested funding for the Putnam will come up again at that meeting. If that is approved by Council, that would be another half percent cut, across the board, or \$12,000 for the Library. Discussion ensued on what consequences would be brought about by an additional \$12,000 cut. Having discussed with admin staff, Groskopf commented that it is a "strong possibility" the money used for Sunday hours would be better re-purposed for staffing; thereby eliminating Sunday hours next year. Covering schedules is already challenging. By so doing, however, and to maintain accreditation, the library would have to open at 9 am (instead of 9:30) Monday through Saturday to make up those 3 hours. Incoming Library Director Kenneth Wayne Thompson might identify better uses of that money from Enrich Iowa anyway whether there is an additional cut or not, she added. It's a tough pill to swallow - closing on Sundays - but Lundgren stressed that all board members must support that decision if that is the final determination.

4. Old Business

Groskopf shared the partial business plan from Cupcakes, Muffins & More. They are interested in occupying the café space at the Fairmount branch. After a very lengthy discussion about the history of the cafes and how best to use the café space in the future, Iglehart made a motion to table the topic until the new library director has an opportunity to visit the subject and offer his recommendation. Imming seconded the motion. Motion passed with all ayes.

5. New Business

At last week's special meeting to select the new director, board members briefly pitched ideas for priorities/goals for the new director. As such, Groskopf brought some measurable statistics if that would be the board's wishes with which to evaluate him. It was clarified that many of these measures are required by the State Library for its annual report. As such, she commented that IUPLA (Iowa Urban Public Libraries Assn) does do a comparison survey for the Iowa urban libraries. Groskopf said she would bring that comparison to next month's meeting. There was also a question raised on how often the city does its community survey. Groskopf clarified that it is every two years. Schulte is currently working with former board member, Frank Borst, in developing and executing a library-only survey which is done every 5 years or so. After more discussion, board members set out other priorities that are not as quantifiable. These include:

- Marketing the Library
- Space planning (more specifically, the Film Room, RAM Room and Café spaces)
- Evaluation of the Virtual Library
- Developing alliances with City Department Heads
- Relationships with City Council, City Administrator and Mayor
- Community involvement
- Diversity Plan
- Relationship with the FRIENDS' fundraising arm of the Library

All agreed that, while it is important to give him direction, he also needs to be given some latitude.

Board members also asked about the evaluation process. As a result of the discussion, Roba said she and the Personnel Committee, of which she chairs, will meet to review the process as had been followed in recent years. Anderson will work with the committee, offering the City's process and whether or not it works or how it might be adapted to meet the needs of the library board of trustees for its director.

Considering the importance of giving him clear direction, Board members thought it would be beneficial to set aside a special meeting with Thompson to discuss with him their expectations. Needing to give him some time to gather his understanding of the institution and the community, the meeting was set for Thursday, April 18 at noon. Neal was asked to send a reminder email to all for this special meeting.

The administration team continues to work on a schedule for him for his initial employment period. And Anderson is sending him a packet of information prior to his arrival to assist with the transition to the community.

With no further business, Schwind made a motion to adjourn the meeting with a second from Iglehart. Motion passed with all ayes at 1:05 pm.

Respectfully submitted,

Marie Christian, Secretary