

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Main Library

Wednesday, January 26, 2011

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Joel Rosenthal. Present: Cindy Heiberger (new County Commission Liaison), Joel Rosenthal, Quinn Stein, Kim Regnier, Susan Bull, Dee Dee Raap, and Sally Felix, Library Director. Staff present: Cynthia Winn, Joan Reddy. Media present: Jonathan Ellis, Argus Leader.
2. Motion to adopt the agenda as amended (add 8c – New Business – Hiring New Library Director) by Stein, seconded by Raap. Motion carried.
3. Motion by Stein and seconded by Regnier to approve the minutes of the September 8, 2010 meeting. Motion carried.
4. Financial and Statistical reports. The November and December statistical reports were presented. The Main Library's activity levels continue to increase since the May re-opening. This shift has decreased circulation at Oak View and Ronning slightly. There has been a significant increase in e-book circulation. Many customers received e-readers for holiday gifts. The Library is fielding many questions on downloading e-books. Heather Stephenson, of Information Services, has offered e-book classes and the attendance is great. The e-book collection has been increased as well. The e-book explosion has attracted more customers who are non-residents or people who had let their cards expire in the past. Felix reported that the Library would probably leave approximately eight percent of the 2010 budget unspent; this is due to hold-backs. There is a bookmobile position that is unfilled. The new bookmobile will operate with a single staff person. The new bookmobile delivery is expected on February 28th. The new bookmobile service will be totally for children. The new bookmobile will have a "skin" with photos of local children, a wheelchair lift, one customer door, and a smaller capacity for library materials. The generator died on the current (old) bookmobile and the staff have figured out work-arounds instead of repairing it.
5. Library Director and Staff Reports. The Director's report was included in the Board packet. Felix reported she submitted a "Top 10" list of Library accomplishments for 2010. The Mayor will share his Top Ten list and the department's "Top 5" lists with the news media. Felix talked about the "Selected 2010 Use and Collection Statistics 2010" sheet. This documents some of the lesser known library statistics. Felix stated that Mayor Huether interest in publicizing City board vacancies. Spring 2012 vacancies on the Library Board include Joel Rosenthal and Quinn Stein.
6. Public Input. No members of the public were present.
7. Unfinished Business.
 - a. Westside Branch Library A & E Services Approval. There were thirteen proposals received for architectural services for the Westside Branch Library; eight of these were from local firms. The Building Committee reviewed the proposals and interviewed three teams. They recommend Architecture Incorporated. Design work and public meetings will commence this spring. The design work is expected to be completed this fall and the project bid in early 2012. The library will be ready to open in summer 2013. Partners working with Architecture Incorporated will be ACEI for mechanical and electrical design, Confluence, the designers of the Memorial Park. Motion by Regnier and seconded by Raap to approve Architecture Incorporated for architectural and engineering services for the Westside Branch Library. Motion carried. Regnier commented on the Caille Branch Library carpet project and how good it looks.
 - b. Main Library Update. Reddy gave a brief report on the Main Library building project. She said that it takes about a year to shake things out in a new building. There are a number of miscellaneous things being fixed, including lights and leaks.
8. New Business.

- a. Parental Restriction on Minor Child's Borrowing of Movies and Music from Adult Collection. The Library staff is developing a form and procedures to help parents restrict their minor child's borrowing of movies and music from the adult collection. There are a number of changes that will need to be made, a new patron type for parental limits and changes in the collections' codes as well. The change will be made by March 1. The computer system will control the limits on borrowing.
- b. Approval of 2011 Holiday and Library Closures. Felix presented a proposed holiday and closure schedule for 2011. The Library will be closed on Saturday, December 24, 2011.
- c. Library Director Vacancy. Sally Felix, Library Director, will retire on February 25, 2011. A number of parties have discussed the process for filling the vacancy: Library Board Chair Rosenthal, Mayor Huether, a couple of the County Commissioners, and the Library Board members. The City Attorney and one of the States Attorneys reviewed the intergovernmental agreement (for the Library) between the City and County. It is the Board's responsibility to recommend a Library Director. The Mayor will make the appointment of the Director.
- d. Rosenthal stated the Library Board's heartfelt thanks to Sally Felix. He presented a resolution from the Board honoring Sally Felix for her eight years as Director of Siouxland Libraries. Motion to approve the resolution by Raap and seconded by Stein. Motion carried.

9. Other. None.

10. Adjournment. The meeting was adjourned at 5:40 PM. The next meeting will be on March 9, 2011 at 4:30 PM at the Main Library.