

## MINUTES OF BOARD OF TRUSTEES MEETING

### Siouxland Libraries

Oak View Library

Wednesday, May 11, 2011

1. Roll Call and declaration of quorum. The meeting was called to order at 4:40 PM by Joel Rosenthal. Present: Cindy Heiberger, Joel Rosenthal, Quinn Stein, Kim Regnier, Dee Dee Raap, Jodi Fick (Interim Library Director). Staff present: Cynthia Winn, Jane Taylor, Joan Reddy. Incoming Board member, Tim Gebhart, was also present.
2. Motion to adopt the agenda by Raap, seconded by Stein. At the end of the meeting, the Board will go into executive session and then recess. They will adjourn on Friday. Motion carried.
3. Motion by Regnier and seconded by Raap to approve the minutes of the March 9, 2011 meeting. Motion carried. Motion by Raap and seconded by Stein to approve the minutes for the April 5, 2011 meeting. Motion carried.
4. Financial and Statistical reports. The 2011 budget is approximately 39% spent with 33% of the year gone. 2011 capital projects are underway: Ronning heating and ventilation replacements and the Caille exterior sign. The March and April statistics are still trending upwards. The monthly check out report is up almost seven percent. We expect to hit the two million mark for circulation this year, a new high. The Main Library was closed for six weeks in April/May 2010. Overdrive (downloadable books, audio books and videos) continues to skyrocket up. Library cards numbers are up. Website use is up. The new bookmobile is staffed with one person; the new vehicle is great and circulation is good.
5. Library Director and Staff Reports. Fick reported that new Board member Tim Gebhart's appointment will take effect on May 22; he will receive an orientation about the library soon. Fick commented on the CIP budget. In the next five year plan are the Caille heating and ventilation improvements and the Ronning parking lot rebuild, exterior sign and security system. The library materials budget is also in the capital budget. Fick distributed a handout comparing Siouxland Libraries materials budget with that of other comparable cities. The operating budget request was submitted. The replacement courier van has arrived; it runs well. The Baltic shelving project is on hold at present, waiting for the City of Baltic to do some building improvements. Fund raising is happening in Baltic to support branch improvements. Main had a small staff celebration to mark one year open in the "new" building. Staffing changes include openings for a Library Assistant in Circulation and an Associate in Youth Services. Senior Library Management prepared a list of staff expectations for the use of the library, computers, copiers, fax and e-mail. Supervisors will review the list at all employees' annual evaluations.
6. Public Input. No members of the public were present.
7. Unfinished Business.
  - a. Westside Branch Library Update. The first of three public meetings will occur on May 19. The architect and staff are working on the building program now. A couple of the City Council members have inquired about green features. Westside plans are rolling right along.
  - b. Celebration of the 125 years of Library Service. Jane Taylor spoke about the planning meeting yesterday. Press releases and programs will occur all summer long. Programs include movies, book discussions for children, teens, and adults, a program presented by the Siouxland Heritage Museum, the bookmobile appearing in the July 4 parade.
  - c. Director's Search Committee Update. The candidate arrives on May 12 and will stay in town through May 13. There will be meetings with the Mayor, two City Directors, the Library Board, County representatives, Library Midmanagement, etc. Afterwards, the Search Committee will make a recommendation to the Library Board and the Library Board will make a recommendation to the Mayor. The Mayor will submit the candidate's name for approval to the City Council.

8. New Business.
  - a. Election of Officers.
    - i. Motion by Stein and seconded by Regnier to nominate Rosenthal for Board President. Motion carried.
    - ii. Motion by Regnier and seconded by Raap to nominate Stein as Vice President. Motion carried.
  - b. Westside Branch Library Name. There is a naming rights study happening in the City. This will include the Events Center (potential), Pavilion, Orpheum, and Zoo. The Library has been given the opportunity to be involved in this process if desired. Motion by Regnier and seconded by Raap to not participate in this City process. Motion carried. Fick will contact City Project Manager, Kendra Siemonsma, to inform her of this.
9. Other. None.
10. Adjournment. Motion by Stein and seconded by Raap to move to executive session. At 5:57, Rosenthal recessed the meeting. Motion by Regnier and seconded by Raap to adjourn the meeting at 1 p.m. on May 13, 2011. Motion carried. The next meeting will be on July 13, 2011 at 4:30 p.m. in Humboldt.