

# **Lawrence Public Library Board of Trustees**

## **Meeting Minutes**

### **July 15, 2008**

**Board Members Present:** Chris Burger, Fran Devlin, Joan Golden, Michael Machell, Deborah Thompson

**Board Members Absent:** Terry Leibold, Kathleen Morgan

**Staff Present:** Carole Dibben, Bruce Flanders, Charlee Glinka, Tricia Karlin, Lynn Koenig, Jessica McVey, Sherri Turner

**Guests Present:** Mary Michener (League of Women Voters), Ed Quick (Friends of the Lawrence Public Library Board)

Chris brought the meeting to order at 4:32 p.m.

There were no public comments.

Joan moved to approve the consent agenda. Michael seconded, and the motion carried.

Chris noted that user visits are declining at the Library but that circulation has been steadily increasing over the last several years. He also noted that reference transactions and program attendance are declining.

#### **Library Director's Report**

2009 Library Budget: The City Manager's recommended budget will fund the entire 2009 Library budget request, which represents a \$33,000 increase over the 2008 budget. There was some concern initially that \$25,000 of the increase would have to come from the capital improvement reserve fund held by the City for the Library, but additional state funding received by the City has eliminated that need. There are additional opportunities for the City Commission to review and revise the budget, but it appears likely that our request will be fully funded. Bruce reported that he has been very diligent in maintaining close communication with the City Manager regarding the Library Fund and the City's economic outlook over the past several months, and he believes that effort has paid off in enhanced good will toward the Library and a renewed willingness to financially help the Library, even during times of limited growth in property valuation.

Health Insurance: Bruce recently asked the City Manager if the Library could explore with City Administrative Services staff the possibility of joining the City's health insurance plan. The City Manager encouraged that exploration as a way of helping the Library control its expenditures, especially during these difficult financial times. The Library's preliminary study of the City plan indicates that the benefits are roughly similar, but that the cost to the Library and to eligible staff would be far less than our current costs, which are incurred by contracting directly with Blue Cross Blue Shield of Kansas. Deborah Thompson recently joined the Administrative Team in a meeting to discuss the City plan and the current library plan, and provided valuable input. Bruce and the Library Bookkeeper will meet with the City Clerk and other City staff on July 18 to continue this exploration. It looks promising.

Library Foundation Development Director: On several occasions in recent months, the Library Foundation has discussed the need for a paid staff support person to serve as a "Development Director." Earlier this month the Foundation Board of Directors approved the establishment of this position. It will be staffed on a half-time, temporary basis by Bruce's Executive Assistant, Jessica McVey. The additional cost of making her position full time during the remainder of the year will be borne by the Library Foundation. Jessica will focus her efforts on expansion of the Foundation donor database, coordination of a Foundation fundraising event, and networking with members of the community to raise private funds in support of the library space reallocation and renovation project. Bruce is optimistic that Jessica will be so successful in her efforts that this position will be funded again in 2009.

Brave Combo Concert: "Brave Combo," from Denton, TX, played outside the library on Wednesday, June 25. The Library estimates the crowd to be somewhere in the 300-400 person range. Many people were dancing in the parking lot. Brave Combo is a unique musical group, with polka underpinnings, that plays music appreciated by all ages. It was one of the most unusual, and successful, event in Library history. It was definitely outside of our normal comfort zone, and demonstrated that we can be extremely creative with Library marketing and promotion.

The Library used the event to talk to the assembled crowd about the Library, and to give away prizes donated by Kansas Public Radio (music CDs and concert tickets), Local Burger (T-shirts), and US Bank (a \$50 savings bond).

US Bank was the major financial underwriter of the event. The Eldridge Hotel provided five free rooms to the band, and KPR donated some free on-air advertising to supplement our paid advertising.

KPR had an information booth, and Local Burger sold food and drink. The band set up a table for merchandise sales, which was manned (with last minute notice) by Kathleen Morgan's family. A local accordion, tuba and percussion group served as the "warm up band," and "Balloonman" made balloon creations for children in attendance. We worked with a professional lighting and sound system company, Winsound Productions, and the event acoustics were excellent. Building maintenance staff and the two library security

officers were present all day to make sure the event area to the south of the library was safe and secure. The City graciously provided a permit to close off a portion of the parking lot, which was used by many as a seating area and dance floor.

The Library and the Library Friends had information tables, and we were able to distribute brochures and sign a couple of families up for library cards. Tricia Karlin, Lynn Koenig and Sherri Turner helped at the information tables.

Bruce expressed his thanks to Jill Fincher and Kathleen Morgan, who were instrumental in developing the idea of this concert, raising funds for its support, and helping with its planning and implementation. Without their time and effort, the event would not have been possible.

## **Ongoing Business**

Strategic Plan and Space Reallocation Study: Bruce informed the Board that four meetings took place recently to gather staff feedback regarding the Board Retreat Report. Staff comments were sent to Board members via email. Bruce is also working with Hans Fischer to analyze the current utilization of space in the library building. Bruce indicated that the staff wants to be sure that decisions about space reallocation are being made based on what is actually taking place in the building.

## **New Business**

Disaster Preparedness and Recovery Policy: The Board decided to table discussion of this policy until the next meeting to allow for additional comments. It was suggested that the policy more directly address wind damage. Bruce will also check to see if the Library needs to develop a hazardous materials policy.

Use of Library Vehicle Addition to Employee Handbook: Bruce asked that the current license and copy of a driving record be provided before an employee is added as an authorized driver of the Library vehicle. It was suggested that prohibition of tobacco use also be added. Deborah suggested that Bruce find out from the library's insurance agency whether drivers should provide proof of their liability insurance when added as drivers. Deborah moved and Michael seconded a motion to add the following statement to the policy: "Each authorized driver shall provide information affecting the status of their driver's license." The motion carried.

Library Roof Report: The Board discussed the Roof Report prepared by the NEKLS-funded architect, Michael Rode. The Board inquired how much it would cost to perform further study of the condition of the roof. They wish to have as much information as possible before making a decision about when to completely replace the roof. They decided that having a core sample taken from the roof may do more harm than good. They asked Bruce to inquire as to the cost of infrared thermography testing to locate and

pools of water beneath the current bitumen cap sheet. Bruce will email the Board with this information.

A report on the HVAC rooftop units will be available at the August Board meeting. Bruce hopes to have a ballpark figure of what it will cost to replace the current HVAC system. The Board encouraged Bruce to get a quotation for an HVAC needs assessment for the entire building system. The Board also suggested that Bruce add up all large maintenance items needing attention in the building in order to assess the cost of staying in the current building.

### **Adjournment**

The meeting adjourned at 5:42 p.m.

Respectfully submitted,

Jessica McVey

Approved \_\_\_\_\_  
Date

Secretary \_\_\_\_\_  
Terry Leibold

Chair \_\_\_\_\_  
Chris Burger

Director \_\_\_\_\_  
Bruce Flanders