



**Library Board Meeting
Agenda
6:30 p.m.
Tuesday, July 8, 2014
Archer Rooms**

Present: Clay, Gillman, Irish, Share, Soeteber, and West Blank

Absent: Helmuth, Smith, Tucker

Staff present: Library Director Westby and LA II Light

Call to Order : 6:30pm

Welcome Deborah Smith, our newly appointed Library Board of Trustee: table until next month when Deborah can be in attendance.

Approval of Minutes of the June 2014 meeting: Moved by Share, seconded by Gillman, to approve the minutes. Motion passed unanimously.

Approval of June 2014 Vendor Report: Moved by Gillman, seconded by Irish to approve the report. Motion passed unanimously.

Building Feasibility Requests for Proposals Shortlist for Interviews: The board discussed possible dates to host the RPF firm interviews, aiming for dates in September. Westby will send a Doodle poll to members in order to determine the best dates. The board will establish questions for the interviews during the August meeting, as well as an appropriate rubric for scoring the responses.

Proposed Capital Improvement Project Requests (action item): Westby asked board members to review a list of proposed capital projects for 2015 – 2019. Share moved, seconded by Gillman, to condense all actionable items regarding capital projects into one motion. Board members ranked these projects according to those that need to be completed immediately within 3-5 years, and those that can wait to be addressed by the building feasibility study. Below is the draft proposal, which board members will revisit at the August meeting. Moved by Gillman, and seconded by Irish, to table the 2015 CIP requests until the next meeting. Motion passed unanimously.

Immediate needs (to be completed within 3-5 yrs)
Carpet replacement (using duct tape to prevent tripping)
Repair crumbling concrete steps near loading dock.
Archer Room: location of entrance, restore existing YS programming storage to meeting furniture & equipment storage; add data & electrical hook-ups & storage; installation of stove, laundry, dishwasher for programming and public use
Reconfiguration of circulation desk, including 4th self-check station
Media and Maker Space

Second tier needs (address with building feasibility study)
Paint
Reconfiguration of library space in general—esp. access to lower level public space
Repair wooden fence around dumpster/AC unit
Outdoor programming space
New roof & install solar panels
Space for library store (additional revenue source)
Clean discolored brick on south side of building

Proposed 2015 Library Operations Budget: Westby presented the City Finance Committee’s directive to Department Heads to calculate the base figure for the 2015 Operations Budget using the lower of the two line item figures of 2013 Actual Expenses versus the 2014 Budget. Any changes to the base will be considered “decision items.” Based on the total calculation, the library will begin with a 44,000K reduction in City Funding to the operating budget for 2015. Westby recommended decision items accordingly. Moved by Gillman, seconded by Soeteber, to request the following changes to the budget proposal: increase books by 10K, audio by 20K, electronic resources by 10K, and periodicals by \$435, and a decrease of 2K to the LINKcat fees. Motion passed unanimously.

Grant Award notice from Monsanto Fund for Media Maker Lab (action item): The Library was selected for a \$15,000 grant from the Monsanto Fund for the creation of a Digital Media Maker lab aimed at grades K-12. Westby presented the award notice email and the project goals rubric. Representative from the Monsanto Fund will present the check before the next board meeting on August 12 (6pm). Funds must be spent by June 2015. Moved by Gillman, and seconded by Soeteber, to accept the grant. Motion passed unanimously.

Library Board Report: Westby shared the additions to the Library Board Monthly Report . Share presented feedback from the Arts Board regarding the successful Community Canvases project. The Board has agreed to continue to support the project once per year, and would like to showcase other artists in the Stairwell Gallery during the Community Canvas off-season. The Arts Board has also expressed interest in collaborating with library staff on further opportunities. The Library Board members reviewed the Exhibit Policy and agreed that provisions were mostly in place already, with the exception of a description of the Stairwell Gallery. Westby will prepare a draft for the next meeting.

Next Meeting: August 12, 2014 – 6:30 pm (6pm – photo with Monsanto Fund). Agenda will also include discussion of Library Board position descriptions and Advocacy, Sponsorship and Corporate Sponsorship policies.

Adjourn: Moved by Soeteber, seconded by Gillman to adjourn the meeting at 7:40pm.

Notes written by Rebecca Light based upon her notes, and are subject to change.