

LIBRARY BOARD OF TRUSTEES
Regular Meeting
January 16, 2019

The regular meeting of the Board of Trustees of the Sioux City Public Library was held on Wednesday, January 16, 2019 in the Conference Room of The Aalfs Downtown Library.

MEMBERS PRESENT: David Halaas, Charles McKenny, Richard Moon, Janet Plathe, Hope Schaefer, Todd Stanley

MEMBERS ABSENT: Jane Vereen

STAFF PRESENT: Helen Rigdon, Angela Beeck, Jenn Delperdang

VISITORS: Toi Sullivan, FEH Design, Matt Basye (Via telephone), FEH Design

1. President Todd Stanley called the meeting to order at 3:31 p.m.
2. Roll call was taken.
3. Approve the Agenda

Moon moved approval of the agenda with a change of order to discuss agenda item# 7A and 7B after approval of the minutes, to allow Matt Basye with FEH Design the opportunity to call and answer any questions on these agenda items. Schaefer seconded. Motion approved unanimously.

4. Approve the Minutes – December 12, 2018 [Action Item]

Halaas moved approval of the minutes from December 12, 2018. Moon seconded. Motion approved unanimously.

7. Unfinished Business
 - A. Morningside Branch Library Renovation Furnishings Package Service Agreement with FEH Design [Action Item]

Rigdon recommends the Board approve the contract for FEH Design fixed fee agreement for the Morningside Branch Library Renovation Furnishings Packet so we may move forward to award the contracts with the bidders. The fixed fee is \$28,200 for the design and bidding for the shelving and furniture, which includes blinds and signage.

Moon moved to sign Exhibit 'D', the City's Consulting Services Agreement for the Morningside Branch Library Renovations Furnishings Package. McKenny seconded. Motion approved unanimously.

Plathe entered the meeting at 3:34 p.m.

Matt Basye, FEH Design, joined the meeting via telephone 3:34 p.m.

B. Morningside Branch Library Renovation Bid approval of Furnishings Package [Action Item]

Basye shared the bid tab for the library shelving and furniture and stated that there were two successful bidders, one for the library shelving and one for the furniture and signage. The bids did come in over the projected cost. We asked that each bidder provide line item costing, this gives us the flexibility to remove items from the bid to help reduce cost. Halaas asked what items are being removed. Basye stated that we are still working on this, but we know at this time we are removing a new bench for the vestibule and a cabinet near the copier. The Library will find other solutions for these items. Also, shelving end panels may be changed. Rigdon and Basye are asking that the trustees approve a budget not to exceed \$235,000 for shelving, furniture, blinds and signage and award contracts to Midwest Storage Solutions for the shelving and Office Elements for the furniture, blinds and signage. Basye shared that the shelving delivery may push back the projected opening date until later in May or early June due to the lead time of the library shelving. We will know more once the contracts are awarded and the shelving is ordered.

Halaas moved a budget of \$235,000 for the Morningside Branch Library shelving and furniture and that contracts be awarded to Midwest Office Solutions for the shelving and Office Elements for the furniture. McKenny seconded. Motion approved unanimously.

Toi Sullivan with FEH Design shared samples of the finishing's, such as carpet, floor tile, paint, wallpaper, and counter top options with the trustees so they could visualize what the building will look like after completion of the renovation. Basye gave an update on the construction timeline and it is moving along as expected at this point.

Sullivan left the meeting and Basye ended his phone call at 4:01 p.m.

5. Director's Report

The Library had two power outages on the morning of December 20. Due to this, we experienced equipment failures and the Library lost both an end-of-life server and firewall. Most systems are back up and working, but staff continue to explore options to get things repaired. Rigdon met with two representatives from the Siouxland Chamber of Commerce and we will be collaborating with them. Lacey Fullerton, Web Services Specialist, is presenting to Chamber members on January 23 on what the Library has to offer to small businesses. Moon liked the idea of adding handicap access doors to the Perry Creek Branch Library. Rigdon stated that Beeck provided her with a quote from one contractor and she will be reaching out to the landlord to see if they are interested in adding these. Youth Services staff put together a story walk throughout the Library of the book *The Snowy Day* by Ezra Jack Keats on December 28 and continued this until the middle of January, many families explored the Library while reading the book to their children. Perry Creek Branch Library continues to increase patrons on Saturdays. 311 items were returned by patrons in December to the book drop at the Morningside Branch Library. Library Staff, Kelsey Patterson and Jenn Delperdang, are working with KWIT on podcasts. Rigdon stated that staff continue to be very active with KWIT.

Schaefer asked how the Yoga events went. Rigdon stated Evolve Yoga had sessions over the noon hour the past two Tuesdays with around 14 attending each week and we're considering offering this again.

6. Financial Reports

A. Expenditures: Approve Claims [Action Item]

Halaas moved approval of claims as submitted. Moon seconded. Motion approved unanimously.

B. 2018-2019 Monthly Budget Summary

The trustees reviewed the report.

C. Restricted Funds Quarterly Summary

The trustees reviewed the quarterly report.

8. New Business

A. Policy Review – Collection Development Policy [Action Item]

Library staff reviewed the Collection Development Policy. There were minimal changes...the mission statement was updated, a duplicated paragraph was removed, and the American Library Association's *Freedom to View* statement was added to the principles the Library subscribes.

Halaas moved approval of the Collection Development Policy with the changes as presented.

Plathe seconded. Motion approved unanimously.

B. Lease for Perry Creek Branch Library [Action Item]

The lease for the Perry Creek Branch Library expires February 28, 2019. Rigdon negotiated a 3.1% increase with the building owner for \$2,500 per month for the next three years beginning March 1, 2019. Stanley asked how long have we leased this building. Rigdon stated since 2004 and the current owner has owned the building since 2012.

Moon moved to approve continuing the lease of 1,956 square feet of space for the Perry Creek Branch Library from March 1, 2019 to February 28, 2022, from Dick L. and Esther A. Coffman, at a monthly rate of \$2,500 per month. Schaefer seconded. Motion approved unanimously.

C. IUPLA Report

Discussion followed on comparisons of the 10 largest libraries in Iowa. Iowa City Public Library staff prepares this information from the data we are required to report to the State Library who in turns sends it to the Federal Department of Education.

Rigdon stated, as always, the largest concerns are circulation statistics, which is a trend in all urban libraries. Rigdon stated the concern is do we have the materials our patrons really want. Halaas asked if we need more public computers since other libraries seem to have more. Rigdon said we do not, that our usage shows that we are meeting our patrons needs in the current computer lab.

9. Trustee Concerns

Rigdon is on a committee to compile the Strategic Plan for the City of Sioux City, so she asked that if the trustees have any suggestions to let her know. Rigdon shared that EBSCO has asked her to join a committee to pick the best small library in Iowa. Plathe asked Rigdon if she gleaned any information from any of the small libraries. Rigdon said she wonders how they do it and is impressed with all they offer on a limited budget.

10. Next Meetings:

- A. Saturday, January 19, 2019 – City Council Review of Capital Improvement Budget
- B. Saturday, February 2, 2019 – City Council Review of Operating Budget
- C. Wednesday, February 20, 2019 3:30 p.m.
- D. Wednesday, March 20, 2019 3:30 p.m.
- E. Wednesday, April 17, 2019 3:30 p.m.

11. Stanley adjourned the meeting at 4:39 p.m.

Bill McKenny, Secretary

Angela Beeck, Assistant Secretary