

Coralville Public Library Board of Trustees
May 20th, 2020

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Coralville Public Library Board of Trustees was held Wednesday May 20th, 2020 at 6:00 pm because a meeting in person was impossible or impractical due to concerns for the health and safety of Trustees, Staff and the Public presented by COVID-19. Until further notice all of our Board of Trustees Meetings will be held electronically only. The meeting was live streamed Wednesday, May 20th, 2020 at 6:00 pm on www.coralville.org/coralvision.

Present: The following members of the Library Board were present: Lindsay Bland, X. Cretzmeyer, Amanda Elkins, Deborah Hatz, Keith Jones, Pat Kenner, Shaner Magalhaes, Mitch Gross (City Council Representative).

The following Library and City staff members were present at city hall: Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Jon Hines (City of Coralville Communications Specialist).

President Jones called the meeting to order at 6:05. All board members are attending virtually, while Galstad and Alexander are present in the City of Coralville Council chambers in order to maintain access for public comment.

The Board considered approval of the agenda. Hatz moved that the Board approve the agenda as presented. Kenner seconded. The motion passed unanimously.

The Board reviewed the FY20 Library budget adjustment. Galstad had not sent anything out, but the overall financial impact was not as great as initially anticipated. The Library was asked to find \$5,000 to cut plus make up our revenues. Galstad assumed we were not getting café rent revenue, but the café has been making automatic payments. This is still in limbo. We are not charging fines, so those revenues are lost. Even \$15,000 of lost revenue, though, will be able to be made up from the acquisitions budget because of the changed staffing model affecting workloads and time devoted to collection development, and more concentrated focus on emedia.

The Board considered a FY21 library budget reduction proposal. Galstad sent out a memo about the reductions being proposed by the budget committee. Kenner moved on behalf of the budget committee that the board accept the proposal. Magalhaes seconded. The board discussed. Galstad explained that the impact on the city's general fund is significant for FY21 and most likely for a few years after. The Library has been asked to identify between \$200,000 and \$250,000 that can be cut from the proposed FY21 budget. 73% of the library's budget is spent on personnel; a cut this large cannot really be made without a cut in staffing. The proposed reduction includes \$105,000 from salaried personnel line, \$7000 from hourly staffing, \$3000 from staff development, \$45,000 from materials, and \$5,000 from contractual services. In addition, it is proposed to draw \$40,000 from trust and agency funds for the next three years to supplement. It is possible we will be asked to cut more. Elkins asked the thought behind the staff reduction, and if buyouts for anyone near retirement were a possibility. No City plan is currently in place for retirement incentives. Galstad hopes to look at the whole picture in terms of how we continue to provide services and a new staffing model and make decisions based on this. Gross asked if there are currently any unfilled positions – there are not. Cretzmeyer asked if there were any planned retirements at this point – there are not. Jones mentioned that these are all good questions that also came up in the budget committee. He asked Mike Funke to address if there are any sort of buy-out provisions – the city does not have any at this time. Kenner asked if there is any sort of timeline. Galstad said that city council would like to be able to look at these cuts at their meeting next week, so hoping to have a solid proposal to give to Kelly and the council. Magalhaes commented that given how painful this is, at least he is glad to see that the cut is about 50% staffing even though over 70% of our

budget is staffing. Gross asked if the \$105,000 is a generic salary, and what the process of making cuts is. Funke said that because the library is not unionized there is not a procedure, and all employees are employees at will. He has not talked to Galstad about specific numbers, but assumes that this is just a number she is shooting for. Hatz said that all of these things came up at the budget committee meeting, and this number is just something to shoot for, and that staffing lines would be kept to be refilled in the future hopefully. Jones said that the goal is to get a number to the council, and Galstad will have work to do on the specifics. Cretzmeyer mentioned that in his history on the library board, he has always found the data they have been supplied with has been excellent, and has full faith. In answer to Elkins' question about how this will be decided, he has full faith in administration to make these decisions. Galstad did a roll-call vote and the motion passed unanimously.

Jones asked if there is a director's report – Galstad had nothing else to report.

Under Other Business, there was correspondence. The Library Board members all were cc'd on a letter from the Iowa City Federation of Labor that went to the Mayor and City Council members. This came after the agenda for this meeting was posted. It was received via email this morning. Galstad was not on it, but it was forwarded to her. Jones and Hatz received it on Tuesday the 19th. Board members expressed being stunned to receive this after what we have done the last few months.

Elkins is unclear on the timeline and if the information was passed on to the organization after the last board meeting. Galstad has no information, and was alarmed by the allegations.

Gross spoke with Greg Hearn at the Iowa City Federation of Labor, because he shares concerns of the board. He asked for documentation to support the claims. Hatz asked if there was indication of how this evolved. Gross said that he thinks there was some holdover of past issues, and concerns about an email in which the language was interpreted as quasi-retaliatory. The email in question was then shared with the Board. After more discussion, Jones wondered if the Board should make a resolution restating support of staff and their health and safety. Cretzmeyer suggested that this be an addendum to the minutes. It was agreed that this would be an appropriate way to respond and publish the response. Kenner motioned that Jones put together a statement of support with input from the rest of the board, which will be an amendment to the minutes. Magalhaes seconded. The motion passed unanimously.

Gross thanked the library board for all they have been doing the last three months.

Kenner mentioned that she heard that the Marion and Cedar Rapids Public Libraries will be opening and offering longer hours of curbside pickup than ours. Galstad said we have been looking at the hours that our curbside is currently being offered. As we get to our next phase of scheduling, we will have more flexibility if increased pickup hours are warranted. We are also anticipating demand increasing in the summer.

Kenner moved the meeting be adjourned, Magalhaes seconded. The meeting was adjourned at 7:15.

Respectfully submitted,

Ellen Alexander
Assistant Library Director
(Subject to approval at the June 2020 meeting.)

Addendum to Minutes of the May 20, 2020 CPL Board of Trustees Meeting

The Board of Trustees of the Coralville Public Library wishes to express its sincere gratitude to, and continued strong support for all library staff and administration in their ongoing efforts to provide services to our patrons. The health and safety of library staff and patrons is of the highest importance and we greatly appreciate everyone's work in developing and implementing processes and procedures that reflect this priority. We fully acknowledge this is a difficult time for our entire community and we strongly encourage the continued involvement of library staff in determining best and safest practices as we move toward the reopening of the library. The Board extends our grateful thanks for all the library staff does for our community.