

**Meeting Minutes  
Cedar Rapids Public Library  
Board of Trustees  
November 5, 2015**

**Board members in attendance:** [President] Joe Lock, [Vice President] Harriet Kalinsky, Doug Elliott, Matthew Wilding, Susie McDermott, Jade Hart, Hilery Livengood

**Board members absent:** Susan Corrigan, Randy Ramlo

**Staff in attendance:** [Library Director] Dara Schmidt, Amber Mussman, Roy Johnston, Stephanie Hall, Hollie Trenary, Christina Riedel, Shar Jones, Hannah Buettner, Jessica Link

**Others:** Charity Tyler, Executive Director of the CPRL Foundation; Cindy Monroe, President of the Friends of CRPL; Amy Becker, Family Connections Library; Rick Smith, reporter with *The Gazette*

- A. Call to Order
  - Mr. Lock called the meeting to order at 4 p.m.
  - Prior to the start of the agenda items, Mr. Lock addressed the board and staff members present. He expressed sincere thanks for everyone's hard work during the campaign. The Library will forge ahead and do what it can to stay open as much as possible to give our community access.
- B. Consent Agenda – **Action**
  - Minutes – October 1, 2015

*Ms. McDermott motioned to approve the consent agenda. Mr. Elliott seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Foundation Report – Charity Tyler
  - The fall *Focus* newsletter has gone out with the year-end appeal scheduled for November. Ms. Tyler is broadening the recipient pool.
  - In addition, Ms. Tyler will launch a new program in December for businesses to support the Library as Library Champions for programs and innovation support.
- E. Friends of the Library Report – Cindy Monroe
  - The annual fall book sale is this coming weekend, November 6-8, at the Cherry Building. Attendees will see the new book mobile tricycle.
  - Recently, the Friends hosted a Better Books sale that drew in dealers; the sale was considered successful.
- F. Service Spotlight: Community Relations – Amber Mussman
  - The Library averages five newspaper clippings a month. Ms. Mussman routinely works with the media in an effort to promote the Library and its programming.
  - In October, Ms. Mussman participated in an ALA webinar with John Chrastka from EveryLibrary to discuss our door-to-door experiences. She feels there is value in door-to-door visits regularly instead of when we first tried it in September during Library Card Signup Month.

- The Library is exploring new partnership opportunities with Gems of Hope for a caregivers' book club, and a support program for parents of middle school talented and gifted students.
- Ms. Mussman, in collaboration with the Metro Library Network and funding provided by the Giacometto Foundation, is starting the plans for the ninth year of the OutLoud! Author Series.
- The MicroLoan program has had a lot of initial interest. It is a long-term process for applicants and several prospects will return after revising their work.

#### G. Library Board Committee Reports

- Personnel and Policy Committee – Jade Hart, Committee Chair
  - **Action:** Policy 2.05 Confidentiality of Library Records – the policy was updated to clearly define consent to use another's library card and what information can be shared for a child's account.  
*The motion to update Policy 2.05 was carried with unanimous approval.*
  - **Action:** Policy 3.01 Library Cards and Customer Privileges – no changes were made to this policy.  
*The motion to reaffirm Policy 3.01 was carried with unanimous approval.*
  - **Action:** Policy 3.05 Internet and Computer Usage – the policy was updated with more modern language, such as replacing World Wide Web for Internet.  
*The motion to update Policy 3.05 was carried with unanimous approval.*
  - **Action:** Policy 3.06 Library Access for Registered Sex Offenders – the policy was updated to be inclusive of the law regarding access for registered sex offenders. It also removed text that was contrary to current law.  
*The motion to update Policy 3.06 was carried with unanimous approval.*
  - **Action:** Policy 3.07 Special Event Alcohol Use Policy – no changes were made to this policy. Ms. Schmidt noted that the policy remains useful to insure proper considerations and insurance are in place for special event alcohol-use in the building.  
*The motion to reaffirm Policy 3.07 was carried with unanimous approval.*
  - **Action:** Policy 4.00 The Library As Place: A Value Statement – no changes were made to this policy.  
*The motion to reaffirm Policy 4.00 was carried with unanimous approval.*
  - **Action:** Policy 4.01 Meeting Rooms – no changes were made to this policy. The board held a discussion with Ms. Mussman and Ms. Schmidt regarding meeting room use and efforts to make availability equitable to the community and build a pricing structure that reimburses the Library for events that are outside the Library's mission or incur additional staff costs beyond traditional uses.  
*The motion to reaffirm Policy 4.01 was carried with unanimous approval.*
  - **Action:** Policy 4.02 Public Art Display – no changes were made to this policy.  
*The motion to reaffirm Policy 4.02 was carried with unanimous approval.*
  - **Action:** Policy 4.03 Community Postings – no changes were made to this policy.  
*The motion to reaffirm Policy 4.03 was carried with unanimous approval.*
  - **Action:** Policy 4.04 Environmental Policy – no changes were made to this policy.  
*The motion to reaffirm Policy 4.04 was carried with unanimous approval.*
  - **Action:** Policy 4.06 The Use of Security Cameras – the policy was updated to be clear on how and when the Library would release security camera footage.  
*The motion to update Policy 4.06 was carried with unanimous approval.*

- **Action:** Removal of Policy 1.06 Table of Organization – Ms. Schmidt requested that the Organization Chart be removed from the policies because it would need to be updated and approved any time there is a change; in addition, this is rare for libraries to include it. Ms. McDermott believes it is an important public document that should be shared. Mr. Elliott noted that it is reviewed annually during the budget process and it could possibly be shared then. Discussion was held and it was determined to amend the policy to remove the physical organizational chart and include a statement when the organizational chart will be reviewed and made publicly available: “An organizational chart will be reviewed annually at the time of the proposed budget and included in the budget paperwork.”

*Ms. Hart withdrew her initial motion to remove Policy 1.06 entirely. Mr. Wilding motioned to approve an updated Policy 1.06, removing the chart and adding a statement on when the organizational chart would be reviewed. Ms. Livengood seconded. The motion to update Policy 1.06 was carried with unanimous approval.*

- Finance Committee – Matt Wilding, Committee Chair
  - A special Board of Trustees meeting will be called for Monday, November 9 at 11:30 a.m. The Finance Committee had planned to recommend the purchase of two disc dispensing units at the Ladd Library. The company had supplied a quote but withdrew it because the company was phasing out that product. Ms. Schmidt just received word that they will in fact honor the quote.
  - The committee met and discussed the budget depending on the levy’s pass or fail. A first draft of the FY17 budget has been submitted under either outcome of the levy.
  - A draft of FY15 financials were highlighted from the packet. Ms. Schmidt stressed that they are not final. In addition, they are not reflective of the FY16 or future budgets; the FY15 budget includes approximately \$209,000 from the Foundation’s operational gap funding and FEMA contents: collection, the disc dispensers, office supplies and technology. The FEMA funds expired in March.
- Advocacy Committee – Susan Corrigan, Committee Chair
  - There being no report, the meeting continued.

#### H. Library Director’s Report

- The staff will start work on the next strategic plan on November 11 during a staff professional development day. This will provide an opportunity for staff to raise their priorities. Work on the strategic plan will continue with input at a tri-board retreat (Trustees, Foundation, Friends) in January. The strategic planning process will also include a public input component.
- In conversations up to the levy, the Library has been clear the implications of Plan A (levy passes) and Plan B (levy fails). The initial budget recommendation had certain hours/cuts in mind. No particular closure dates are concrete but so far discussions are leading toward closing Ladd on Fridays and Downtown on Sundays as well as closing Mondays through Thursdays at 8 p.m. instead of 9 p.m.
- Discussion was held on how decisions are being made in regards to closure. Mr. Lock noted that the board must rely on the expertise of the library director and staff for closures. Ms. Schmidt reported that the Library is reviewing many facets of data including: hour-by-hour transactions and door counts, story times, programs, staffing levels and more. The board expressed consensus on keeping at least one location open daily for access with as much consistency in open hours as possible to limit confusion.

Trustees also noted they wish that the Library maintain the highest tier of accreditation which has a minimum of 61 hours open per week. If the Library loses accreditation, it will lose state funding.

- Ms. Trenary, who has experience with this in her role prior to joining the Library, will conduct staffing appropriation exercises with the managers. She will help determine how the budget reduction will impact staff.
- I. Old Business
    - There being none, the meeting continued.
  - J. New Business
    - There being none, the meeting continued.
  - K. Adjournment
    - There being no further business, the meeting adjourned at 5:15 p.m.

**The next Board of Trustees meeting will be held on Thursday, December 3, 2015 at 4 p.m. in the Community Room at the Ladd Library.**