

**Meeting Minutes  
Cedar Rapids Public Library  
Board of Trustees  
June 4, 2015**

**Board members in attendance:** [President] Joe Lock, [Vice President] Harriet Kalinsky, Matthew Wilding (via phone), Susan Corrigan, Susie McDermott, Hilery Livengood, Jade Hart

**Board members absent:** Doug Elliott, Randy Ramlo

**Staff in attendance:** [Library Director] Dara Schmidt, Karen Johnson, Jessica Link, Carol Hoke, Roy Johnston, Christina Riedel, Shar Jones, Julianne Bacon, Heidi Hartke, Amber Mussman

**Other:** Charity Tyler [Executive Director, CRPL Foundation], Cindy Monroe [President, Friends of the Cedar Rapids Public Library]; Amy Becker [Coordinator, Family Connections Library], Lisa Kuzela [Community Member]

- A. Call to Order
  - Mr. Lock called the meeting to order at 4 p.m.
- B. Consent Agenda – Action
  - Minutes – May 7, 2015
  - Special Event Application

*Ms. Kalinsky motioned to approve the consent agenda. Ms. Livengood seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Foundation Report – Charity Tyler
  - Ms. Tyler started as the CRPL Foundation’s Executive Director on May 26. She has been meeting with key Foundation board members and Library staff. Her immediate goals are to complete the summer *Focus* newsletter and apply for grant opportunities as well as complete the FY16 budget and create fundraising plans.

Ms. McDermott arrived at 4:03 p.m.

- E. Service Spotlight: Seasonal Staff – Julianne Bacon
  - This is the Library’s second summer utilizing seasonal staff. Last year, we hired four and this year, we have six seasonal employees. They assist with programs/events including private events and provide assistance with basic Library functions.
  - Seasonals provide a cost savings to the Library. If Customer Service Associates were hired instead, it would be \$57,000 to the Library versus \$34,000.
- F. President’s Report – Joe Lock
  - Nominating Committee
    - A nominating committee has been formed to make recommendations for the FY16 Slate of Officers. Mr. Wilding will serve as chair with Ms. Livengood and Ms. Hart. The slate will be presented at the July meeting.
- G. Library Board Committee Reports
  - Finance Committee – Matt Wilding, Committee Chair

- Ms. Schmidt noted that finances are on track for the remainder of the fiscal year with major income and expenses expected to come in June.
- **Action Item:** Exhibit Contract with The History Center
  - The History Center is renovated its new space and approached the Library to serve as a temporary exhibit space in the interim. The plan is to use the third floor gallery area. The current art exhibit ends in October with none to follow.
  - The exhibits will rotate and be curated by the History Center's staff. The area will remain open to the public. The Library and History Center will co-sponsor programs/activities to garner interest and get people up to the exhibits.

*The motion to approve the contract with the History Center was carried with unanimous approval following corrections to the term dates.*

- Personnel and Policy Committee – Jade Hart, Committee Chair
  - **Action Item:** Policy Update 1.06 Table of Organization
    - The organization charts changes include: removing the Floor Supervisor position (due to the staff member returning to college), and adding Ladd Branch Manager and Special Projects Manager.
    - The additions would not increase personnel costs because of anticipated position changes.

*The motion to approve the updated Table of Organization was carried with unanimous approval.*

- Advocacy Committee – Susan Corrigan, Committee Chair
  - **Action Item:** Resolution supporting an election on the question of levying a tax in the amount of twenty-seven cents per thousand dollars of assessed value for the support of the Cedar Rapids Public Library.
    - The State of Iowa provides an avenue of additional support for libraries through the library levy, up to 27 cents per thousand dollars of assessed value for homeowners. The Library had been on track to approve the measure pre-flood. It was reviewed in June 2009 with signatures collected. However, the community indicated not enough was known for the measure to go to ballot and trustees did not go further. It has been evaluated since then for the right moment – and now that the two facilities have been open for two years, Ms. Corrigan feels now is the time to ask the community for support.
    - The levy would pay for operations – the downtown building is paid and Ladd renovations are paid. The support would provide access and a quality collection of materials. If the levy doesn't pass, hours/access would decrease. Bonding would be used to purchase materials to meet accreditation standards – a levy would eliminate bonding.
    - Eighty cities in Iowa have levies, of which 74 have full 27-cent levies.

*Ms. Corrigan motioned to approve the resolution to support an election on the question of levying a tax in the amount of twenty-seven cents per thousand dollars of assessed value for the support of the Cedar Rapids Public Library. Ms. McDermott seconded. The motion carried with unanimous approval.*

- H. Friends of the Library Report – Cindy Monroe
- The recent Friends Garage Sale didn't go as well as hoped. However, the group is looking forward to their sales during the Farmers' Markets. In addition, the Friends welcomed five new board members.
- I. Library Director's Report
- The Library is now Service Enterprise certified – one of six in Iowa. Certified organizations demonstrate that the organization fundamentally leverages volunteers and their skills to deliver its social mission. Ms. Schmidt thanked Jessica Link and Lindsey Tygart-Brown for their hard work. Over 200 volunteers have contributed over 12,000 hours with a cost equivalent of \$230,000.
  - Ms. Schmidt highlighted the Public Writing in Public Libraries installation by the Grin City Collective.
  - The Library will host a Community Unconference on Saturday, June 20. The subjects will be determined by the participants and what they would like to present. This is in conjunction with We Create Here and others in the entrepreneurial sector.
  - OutLoud! Author Series kicks off with Maureen Corrigan on June 12. Rainbow Rowell is scheduled for June 19 and the series concludes with Piper Kerman on June 26. The series is supported by the Giacometto Foundation through the Metro Library Network.
  - The CRPL Summer Dare has 1,883 participants registered, made up of 238 are babies, 951 are kids, 174 are teens and 519 are adults. The program started June 1 with most schools dismissing for the summer on June 5.
  - Ms. Schmidt highlighted the FY16 strategic plan's tactical goals. These tie into our internal values. She is developing a larger narrative with the goals and what makes them successful.
- J. Old Business
- There being none, the meeting continued.
- K. New Business
- There being none, the meeting continued.
- L. **Executive Session Action Item:** *Iowa Code § 21.5(1)(i) (2009)*. Director's Performance Review.
- Mr. Lock noted that Ms. Schmidt requested the meeting go into closed session in order to discuss the director's annual review.
  - Section 21.5(1)(i) of the Iowa Code was read aloud by Mr. Lock, noting the reason for the closed session.
- Ms. Hart made a motion to go into closed session. Ms. Livengood seconded the motion. Mr. Lock, Ms. Kalinsky, Ms. Livengood, Ms. Corrigan, Mr. Wilding (via phone), Ms. Hart and Ms. McDermott approved the motion.*
- The Board went into closed session at 4:39 p.m. Those present during the closed session were: Mr. Lock, Ms. Kalinsky, Ms. Livengood, Ms. Corrigan, Mr. Wilding (via phone), Ms. Hart, Ms. McDermott and Ms. Schmidt.
  - The meeting resumed in open session at 4:55 p.m.
- M. Adjournment
- There being no further business, the meeting adjourned at 4:56 p.m.

**The next Board of Trustees meeting will be held on Thursday, July 2, 2015 at 4 p.m. in the Conference Room at the Downtown Library.**