

**Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
November 10, 2014**

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

Board members absent: Jade Hart, Randy Ramlo

Staff in attendance: [Library Director] Dara Schmidt, Roy Johnston, Karen Johnson, Jessica Link, Amber Mussman, Emily Blomme, Carol Hoke, Christina Riedel

Others in attendance: Katie Geiken [Executive Director, CRPL Foundation], Cindy Monroe [President, Friends of the Library], Amy Becker [Coordinator, Family Connections Library]

- A. Call to Order
 - Mr. Lock called the meeting to order at 4 p.m.
- B. Consent Agenda – Action
 - Minutes – October 2, 2014
 - Minutes – October 28, 2014
 - Special Event Application

Mr. Elliott motioned to approve the consent agenda pending a correction to the spelling of his name. Ms. McDermott seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Foundation Report – Katie Geiken
 - Ms. Geiken noted she recently shared news via email that she has accepted a new position; her last day is December 3. She thanked the board for being a great partner during her time with the Library.
 - October was a good month for the Foundation. The year-end appeal was sent to the mail house; Ms. Kalinsky is this year's signer – it will go out next week.
- E. Friends of the Library Report – Cindy Monroe
 - The Friends held their annual three-day sale in the Cherry Building in October. Final accounting is expected but Ms. Monroe expects the sale to have raised around \$15,000. A Christmas sale is scheduled for December.

Ms. Livengood arrived at 4:04 p.m.

- Ms. McDermott asked if the Friends plan to have sales during each Farmers' Market next summer. Ms. Monroe said it was intentional to do one weekend a month this past summer as a trial. There will be discussion on possible expansion to all Farmers' Markets.
- F. Service Spotlight: ISAIC – Emily Blomme

- Ms. Blomme reported on the status of the Iowa Substance Abuse Information Center. Highlights include discussions of their finances and funding sources; volume for mailings, walk-ins, material circulation and calls; and who uses the services provided by ISAIC.

G. Library Board Committee Reports

- Finance Committee – Matt Wilding, Committee Chair
 - Mr. Wilding reported that he, Ms. Schmidt and Ms. Corrigan recently met with Casey Drew, City of Cedar Rapids Finance Director. They felt the meeting was positive and helpful as they look toward the FY16 budget and budget process as well as the levy.
- Personnel and Policy Committee – Jade Hart, Committee Chair
 - **Action:** Purchasing Policy Update
 - Ms. Kalinsky reported for Ms. Hart. The board approved a new purchasing policy in February. It contained an error that any non-pcard purchase below \$5,000 required a purchase order. Ms. Schmidt worked with the Library's Management Team to clarify the flowchart and create a narrative to complement the chart.

The motion to approve the revised purchasing policy with a November 10, 2014 adoption date was carried with unanimous approval.

- Advocacy Committee – Susan Corrigan, Committee Chair
 - The committee has been discussing the levy. They will need someone to help coordinate the campaign – it cannot be a library staff member – and the person needs to hit the ground running in January. In August, a petition noting the intention for a vote on the November ballot needs to be submitted.
 - During the meeting with Casey Drew that Mr. Wilding referenced, the group received good information and metrics to assist with the levy work. The information included how much of taxes go to the Library and thoughts on what should be tested in polling.
 - Ms. Corrigan noted that trustees may be called upon in January to meet individual City Council members with Dara Schmidt as we have done in the past.

H. Library Director's Report

- Ms. Schmidt continues working with the FY16 budget and to close funding gaps now that FEMA and levy funding has stopped.
- Persons-in-Charge (PICs) and managers are now routinely at Ladd Library into the evening. This offers stability and support for the staff as well as routine faces for customers. The PICs and managers can also look at trends on what the community wants out of the branch. In addition, there is a nearby community/neighborhood group that the Library will join to gather feedback to further develop the branch into a more community-based library.
- November 11 is the second annual Metro Library Network All Staff day. All MLN libraries will be closed to the public. Marion and Hiawatha public libraries will join our staff for a one-day learning day. There are many presentations and activities to impact a broad range of employees and their roles. The central theme is innovation and experience in libraries. Trustees are invited to participate.

I. Old Business

- There being none, the meeting continued.

J. New Business

- **Action:** County Contract for Library Services FY15

- The contract amount for FY15 is \$95,244.06 an increase from last year based on a formula.

Mr. Elliott motioned to approve the contract. Mr. Wilding seconded. The motion carried with unanimous approval.

- **Action:** Resolution for concession agreement negotiations with SWRV, LLC
 - The café RFQ evaluation committee reviewed proposals from three separate entities. Committee individuals ranked each based on specific criteria and then cumulative scores were gathered. SWRV, LLC, or Greyhound Deli, ranked highest with all individuals and as a group. The committee felt Greyhound Café had a good business plan, experience and passion that would fit well into the Library and its population.
 - The resolution would allow Ms. Schmidt to start negotiations; she hopes to bring a contract recommendation to the Finance Committee on November 20 with a possible board vote on December 4. The move-in timeline will depend on a final approved contract and clean-up of the café space. It is possible for a one-month closure.
 - A discussion was held on changing the language of the resolution. The specific text in question was: "...with the understanding that the Board of Trustees will approve the negotiated contract before it is final." The language was not changed but it was discussed that the intent is to say that the negotiated contract is not considered final until it is approved by the Board of Trustees.

Ms. Kalinsky motioned to approve the resolution with the understanding that the contract is not final until approved by the Board of Trustees. Ms. McDermott seconded. Mr. Elliott abstained. The motion carried with unanimous approval.

- Mr. Lock expressed thanks in flexibility and apologized for moving the meeting times in recent months. He plans to keep meetings to the schedule as much as possible.

K. Adjournment

- The meeting adjourned at 4:42 p.m.

The next Board of Trustees meeting will be held on Thursday, December 4, 2014 at 4 p.m. in the Community Room at the Ladd Library.