

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

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

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

**Staff in attendance:** [Library Director] Dara Schmidt, Karen Johnson, Jessica Link, Carol Hoke, Roy Johnston, Monica Dreasher

**Others in attendance:** Cindy Monroe [President, Friends of the Cedar Rapids Public Library], Reverend Doyle Landry [community member]

- A. Call to Order
  - Mr. Lock called the meeting to order at 4 p.m.
- B. Consent Agenda – Action
  - Minutes – February 5 and February 19, 2015
  - Ms. Hart motioned to approve the consent agenda. Ms. McDermott seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - Reverend Doyle Landry addressed the trustees. He encouraged the board and library to create and host special programming addressing mental health in May for Mental Health Month.
- D. Foundation Report
  - Interviews are in process for a new Foundation Executive Director, concluding this week. The Search Committee will recommend two candidates to interview with the full Foundation Board.
- E. Friends of the Library Report – Cindy Monroe
  - Ms. Monroe noted that the Friends are filling board positions and are also seeking a volunteer coordinator.

Mr. Wilding arrived at 4:06 p.m.

- There is no comparison data but anecdotally, book nook sales seem to be going well at both downtown and Ladd. Book stock is routinely refreshed as well as grouped by popular genres.
- F. Service Spotlight – Monica Dreasher, VISTA Volunteer
    - Ms. Dreasher is a volunteer through AmeriCorps and their VISTA program (Volunteers in Service to America). The program's goal is to combat poverty. VISTA volunteers commit to one year of service with a government stipend to live at the poverty level. She started in July 2014. The Library learned that we were selected to host another VISTA starting in August 2015.
    - Ms. Dreasher's work targets poverty and develops capacity building and sustainability in her placement. She has been researching and developing literacy programming for low-

income children and families. Her successor will continue the work she has started at the Library.

#### G. Library Board Committee Reports

- Finance Committee – Matt Wilding, Committee Chair
  - There are no action items. Ms. Schmidt noted that the FY16 budget was presented to City Council on February 5; the budget is set for vote on March 12. The budget reflects a continuation of current services.
- Personnel and Policy Committee – Jade Hart, Committee Chair
  - **Action:** Disruptive Customer Policy
    - The committee made changes, as presented in the packet, to the Disruptive Customer Policy. The policy recommendations change the distinction from a disruptive person to disruptive behavior.  
*The motion to approve the policy as presented in the packet was carried with unanimous approval.*
  - Ms. Hart noted that the annual library director review process will start this month. Evaluation forms will be sent later in March. The closed session review is tentatively scheduled for the June Board of Trustees meeting.
- Advocacy Committee – Susan Corrigan, Committee Chair
  - There are no actions items.

#### H. Library Director's Report

- Ms. Schmidt highlighted the comparisons between the Library and the other 9 largest libraries in the state. Iowa Urban Public Library Association (IUPLA) is an informal group that meets quarterly. Discussion was held on the circulation data – FY14 had circulation in the two buildings of over 1.4 million, the highest in the state. Jessica Link was recognized – the Library's volunteer program logged the most hours in FY14, which was its first year as well.
- A new ISAIC manager will start on March 16. Shar Jones joins us from the Alzheimer's Association and she has experience from ASAC. Ms. Schmidt expressed gratitude to the ISAIC team for their hard work during the transition.
- The disc dispensers will arrive Friday, March 6 with installation scheduled for the week of March 9. They should be operational in mid-March following training and dispenser loading. The intention is to load and unveil the dispensers seamlessly so services continue without interruption. The DVD and BluRay collection on the second floor will be loaded into the machine. The Mediabox will continue to operate as normal: Quick Picks (non-reservable movies) and games. Ms. Schmidt plans to purchase a machine for Ladd this year.
- Ms. Schmidt highlighted the Key Dates and Details on the agenda, particularly the events surrounding the Linn Area Reads program.
- Ms. Schmidt discussed the national Campaign for Grade Level Reading. Research shows that reading proficiency by the end of third grade enables students to move from learning to read to reading to learn. Students who disconnect with reading at this time are less likely to graduate high school. Local campaigns are created to address this disconnect and the library will be a partner along with United Way and local schools for Cedar Rapids. A community meeting will be held on March 12 at 5 p.m. for the local campaign: Reading Into Success. Interested stakeholders are welcome to attend.
- *Make It Here* was passed around. This is Ms. Schmidt's book, published in December 2014.

- I. Old Business
  - There being none, the meeting continued.
- J. New Business
  - There being none, the meeting continued.
- K. Adjournment
  - The meeting adjourned at 4:43 p.m.

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