

**Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
September 3, 2015**

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

Board members absent: Randy Ramlo

Staff in attendance: [Library Director] Dara Schmidt, Karen Johnson, Carol Hoke, Shar Jones, Hannah Buettner, Heidi Hartke, Stephanie Hall, Amber Mussman

Other: Charity Tyler [Executive Director, CRPL Foundation], Cindy Monroe [President, Friends of the Cedar Rapids Public Library], Amy Becker [Family Connections Library]

- A. Call to Order
 - Mr. Lock called the meeting to order at 4 p.m.
- B. Consent Agenda – Action
 - Minutes – August 6, 2015

Ms. Kalinsky motioned to approve the consent agenda. Ms. Hart 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 continues to hold stakeholder and donor meetings including organizations asking Ms. Tyler to submit grants for library program support. In addition, the Foundation just received word that the Greater Cedar Rapids Community Foundation has granted \$28,000 of the \$30,000 needed for Family Connections Library in FY16.
 - Ms. Tyler’s future focus is on board governance and the fall *Focus* newsletter.
- E. Friends of the Library Report – Cindy Monroe
 - The Friends recently sold a book online worth \$2700. Sales at Farmers’ Markets will continue through September with the book wagon parked outside the library.
 - A collectible/vintage book sale will be held in October with the annual larger November book sale at the Cherry Building.
 - The Friends gave out books over the month of August as part of a display at US Bank. In addition, the Friends gave away hundreds of books during the summer reading program. Participants in the program earned a free book coupon upon signing up and completing the program.

Ms. Corrigan arrived at 4:06 p.m.

- F. Service Spotlight: Youth Services Update – Carol Hoke
 - The Summer Dare, a revamp of the summer reading program, concluded after its inaugural year. Data and feedback are still being collected with a meeting scheduled in September to review the information.

Ms. McDermott arrived at 4:08 p.m.

- Feedback regarding the cessation of prizes throughout the program attributed to level completion has been both positive and negative.
- Summer Meals will also be evaluated. Participation decreased at Ladd Library even though statistics show a great need in the surrounding area. Outreach at a Summer Meals site at the Five Seasons Mobile Home Park was considered successful. A group will review and evaluate the library's role in Summer Meals for summer 2016.
- Work is progressing to offer technology classes to teens in partnership with the Iowa BIG school. Opportunities start this fall.
- Family Connections Library is completing their strategic plan. More information on the organization will be provided at the October board meeting.
- The youth services staff will start work soon incorporating Every Child Ready to Read principles into all programs. The principles are proven to help prepare children to learn to read and provide parents/caregivers tools for supporting successful literacy development.

G. Library Board Committee Reports

- Finance Committee – Matt Wilding, Committee Chair
 - **Action:** SirsiDynix Purchase Order and Payment Approval – Licenses, support and subscriptions for the libraries. For \$105,421.66 to SirsiDynix. This is an annual fee to support the materials' database and online component of the library's catalogue.
The motion for the purchase order and payment for \$105,421.66 to SirsiDynix was carried with unanimous approval.
 - The Finance Committee plans to review the policy related to fees for overdue materials in order to verify it is still appropriate.
 - FY16 expenses remain on track so far. Some initial numbers for July required correction due to carryover from FY15. These are being corrected and the Library should have accurate July numbers to report in October. In addition, final June numbers are expected in October.
 - A discussion was held on the net impact to tax payers for the library levy.
 - The budget is \$6.3 million as recorded by the City; however, the Library produces approximately \$1.1 million in revenue or 17% of the budget.
 - \$5.2 million is the operating budget with an additional \$500,000 in CIP, which is bonding debt to support the collection since the 4 cent levy expired in June 2015.
 - The total tax payer impact is approximately \$5.7 million. Another item to consider is that in the operating budget for fiscal years 2014-16, the library has been supported by non-sustainable CRPL Foundation support. Their support should be for Library programs approximating \$150,000 a year instead of \$450,000.
- Personnel and Policy Committee – Jade Hart, Committee Chair
 - The reviewed policies were presented in the packet. They include:
 - **Action:** 1.05 Statement on Labeling – no changes were made to this policy.
The motion to reaffirm Policy 1.05 was carried with unanimous approval.

- **Action:** 1.05a Labels and Rating Systems – no changes were made to this policy.

The motion to reaffirm Policy 1.05a was carried with unanimous approval.

- **Action:** 1.06 Table of Organization – as this policy was recently changed, no action will be taken.

Action: 1.07 Statement of Ethics for Library Trustees – due to an error the changes were not the packet as desired. It will be held until the October meeting for further review and acceptance.

- **Action:** 2.00 Collection Development – the policy was updated to be more concise. It also removed any procedures and made it broad to keep the policy relevant and useful

The motion to update Policy 2.00 was carried with unanimous approval.

- **Action:** 2.01 Reconsideration Policy – the policy was updated to include an additional question on Request for Reconsideration of Material.

The motion to update Policy 2.01 was carried with unanimous approval.

- Advocacy Committee – Susan Corrigan, Committee Chair
 - Ms. Corrigan reported on behalf of the Our Library, Our Community Campaign. 3,411 signatures were submitted to the City Clerk for acceptance at the September 8 City Council meeting. From there, it will be submitted to the Auditor’s Office by September 17.
 - Volunteers are needed in several capacities: Labor Day Picnic from 11 a.m. to 4 p.m.; Speakers Bureau Trainings on information only and campaign; and Get out the Vote.
 - The Library and Foundation will meet with The Gazette’s Editorial Board next week. In addition, several letters to the editor have also been submitted.
 - Ms. Corrigan noted that there is a misconception that the new levy request is to increase from 4 cents to 27 cents. The 4-cent levy was voted on in 1985 to fill the shelves of the new library opening that year. The 4-cent levy has expired. The new levy is essentially to cover the additional operational costs for Ladd Library and the \$500,000 materials gap and from the expiration of the 4-cent levy.
 - Those who volunteered to collect petition signatures noted that a majority of the feedback was positive. There is a strong sensitivity to increasing taxes and little specific to the library.

H. Library Director’s Report

- Ms. Schmidt introduced Stephanie Hall, the new Ladd Branch Manager. Ms. Hall comes to us from Minnesota where she previously served as a library director for a joint public and school library. Ms. Hall will be integral to develop Ladd into a true community library.
- A flyer was passed around promoting Iowa BIG classes for local teens. This was also mailed to 500 area households with teenagers. These classes were funded by the Giacoletto Foundation.
- The collaborative Micro Loan program is getting ready to kick-off. Ms. Schmidt shared the program’s pamphlet.
- Ms. Schmidt also shared notes of appreciation from children who participated in this summer’s Up on the Roof events.

- Library staff is working on an annual report. A draft should be ready for the October meeting. Typically, new library buildings show strong numbers with an expected 20% decrease in output measures. However, our Library didn't see that drastic of a drop, averaging 5-8%. Program attendance actually increased from 43,000 to 47,000 from the first to second years.
- September is Library card signup month. The Library is planning several events for the month:
 - Participation for its second year with Outside the Lines. Coasters will be distributed to local restaurants and bars. The community can doodle on them and return them to the library for a public art installation.
 - Development of pop-up libraries. A Charlie Brown-like booth will pop-up randomly all over downtown. The booth will be staffed with librarians who can answer questions and assist people on the street.
 - The Library will get new library cards. In collaboration with our Metro Library Network partners, the network has a new logo. Cards are ordered with a fresh new look and the ability to get a wallet-sized card plus a key chain card. Customers can upgrade their cards at no cost or keep their old ones.
 - Trained staff and volunteers will go door-to-door to areas with lower library card holders. They will provide information about the library services available to them card and can get them a library card at their doorstep. A question was asked about virtual cards on cell phones. Our card scanners cannot scan from a digital device at this time.
 - The Library was featured on the cover of the Aspen Institute's Rising to the Challenge report on the usage and future of public libraries. They have now published an action guide and invited the Library to participate as a pilot library. The Library's management team is working through this. Ms. Schmidt hopes to schedule a tri-board retreat with the trustees, Foundation and Friends to develop strategic planning for the Library with shared common goals. More information will be forthcoming.

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 5:13 p.m.

The next Board of Trustees meeting will be held on Thursday, October 1, 2015 at 4 p.m. in the Conference Room at the Downtown Library.