

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

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

**Board members absent:** Hilery Livengood, Jade Hart

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

**Others in attendance:** Cindy Monroe [President, Friends of the Cedar Rapids Public Library]

- A. Call to Order
  - Mr. Lock called the meeting to order at 4 p.m.
- B. Consent Agenda – Action
  - Minutes – January 8, 2015
  - Special Event Application

*Ms. Kalinsky motioned to approve the consent agenda. Ms. McDermott seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Foundation Report
  - The Executive Director position was posted and the posting will close on February 13. So far, 14 applications have been received.
- E. Friends of the Library Report – Cindy Monroe
  - Ms. Monroe noted that the Friends are planning several specialty sales. In addition, they are applying for a grant from the Dubuque casinos.
- F. Library Board Committee Reports
  - Finance Committee – Matt Wilding, Committee Chair
    - There are no action items. Mr. Wilding noted that the finances are on track for this fiscal year with no concerns.
  - Personnel and Policy Committee – Jade Hart, Committee Chair
    - There are no action items. The committee will meet at the end of February.
  - Advocacy Committee – Susan Corrigan, Committee Chair
    - Ms. Corrigan encouraged trustees to support the library at that evening's City Council Budget Session.
- G. Library Director's Report
  - The library learned this week that ISAIC will be fully funded for FY2016. Interviews are scheduled this week for a program manager.
  - The FY16 Library budget includes \$670,000 from the City's general fund. The Cedar Rapids Public Library Foundation will contribute the final \$250,000 of the \$800,000 deal rolled over from FY14 and FY15. The budget allows for the Library to continue current services without any reductions. The Library will continue seeking long-term financial solutions beyond FY16. Mr. Ramlo asked how Foundation funds can be spent. Mr. Lock

noted that the funds can be spent as the Foundation Board appropriates while respecting that some funds are restricted by the donors.

- Ms. Schmidt is working on a FY16 operating plan to support the strategic plan. Staff was asked to think about the organization's internal values. How do the values compare to values prior to downtown's opening? What is now important to us? Staff comments were posted on the wall and trustees were encouraged to add their input.
- The Community Relation team has started development of the virtual branch project. Unfortunately, a \$25,000 grant for the virtual branch grant was declined. The project will move forward funded by the initial \$10,000 grant by United Fire.
- Ms. Schmidt recently met with the City's Parks department to form future partnerships. There are many opportunities for future partnerships, including integrating the Cedar Rapids Public Library Summer Dare summer reading program into the Parks' summer camps.

#### H. Old Business

- There being none, the meeting continued.

#### I. New Business

- **Action:** CDW-G Purchase Order and Payment Approval – purchase of IT equipment for the downtown library project. Full payment of \$210,954.23 (FLOOD)
  - The Library is utilizing state contracts for FEMA purchases to spend some of the remaining contents funding. It has taken six months for approval from FEMA and the purchase is timely: items must be in house prior to March 31.
  - Mr. Wilding asked about the Nexus tablet purchase in the quote. Ms. Schmidt noted it was to supplement the tablet lending program as well as use in community outreach.
  - Mr. Ramlo asked if loss has changed in the tablet lending program. Ms. Schmidt noted that new check-out rules were implemented in October 2014. Since then, only one Nexus 7 was lost and no LeapPad Ultras.

*Mr. Wilding motioned to approve the purchase order and payment to CDW-G. Mr. Elliott seconded. The motion carried with unanimous approval.*

- Mr. Lock highlighted the Key Dates and Details below the agenda. Ms. Mussman noted that there is still availability for the Jazz in the Stacks program.
- Trustees were reminded of the State of City Luncheon on February 25. Those interested should notify and submit payment to Jessica Musil.
- Ms. Schmidt noted that Greyhound Café has been open for one month. Positive feedback has been received from both customers and the café. We are awaiting the final menu board and headset installation so the drive-up can be fully operational.

#### J. Adjournment

- The meeting adjourned at 4:21 p.m.

**The next Board of Trustees meeting will be held on Thursday, March 5, 2015 at 4 p.m. in the Community Room at the Ladd Library.**