

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
October 1, 2015

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

Board members absent: Randy Ramlo, Matthew Wilding, Susie McDermott, Jade Hart

Staff in attendance: [Library Director] Dara Schmidt, Hannah Buettner, Christina Riedel, Karen Johnson, Stephanie Hall, Roy Johnston, Hollie Trenary, Carol Hoke, Jessica Link, Amber Mussman

Other: Charity Tyler [Executive Director, CRPL Foundation], Amy Becker [Family Connections Library], Shar Jones [Program Manager, ISAIC]

- A. Call to Order
 - Mr. Lock called the meeting to order at 4 p.m.
- B. Public Comments and Communications
 - There being none, the meeting continued.
- C. Foundation Report – Charity Tyler
 - Ms. Tyler completed the Foundation/Friends joint Fall 2015 *Focus* newsletter, to be mailed to 2500 mailboxes on October 12. The theme is celebration the Foundation and Library's collaborations that benefit the community.
- D. Friends of the Library Report – Cindy Monroe
 - Ms. Monroe is absent; there is no report so the meeting continued.
- E. Service Spotlight: Family Connections Library – Amy Becker
 - Ms. Becker shared an informational sheet about Family Connections Library (FCL) that is also shared with the community and state stakeholders. It outlines their purpose, goals and the pillars of the organization.
 - Recently, the partner organizations met to develop a strategic direction so they can be more collaborative with a unified vision and pillars. They have offered 147 educational opportunities for families and 33 professional development trainings for caregivers. In FY16, they will expand services to the Ladd Library.

Ms. Corrigan arrived at 4:07 p.m.

- FCL markets throughout the library, with their partners, social media and school districts to reach their families. They are working to streamline intake/referrals as a universal form/process with one partner that goes to all partners so families aren't completing the same information multiple times across the partners.
- F. Consent Agenda – Action
 - Minutes – September 3, 2015
 - Special Event Applications (2)

Mr. Elliott motioned to approve the consent agenda. Ms. Corrigan seconded. The motion carried with unanimous approval.

G. Library Board Committee Reports

- Personnel and Policy Committee – Jade Hart, Committee Chair
 - Ms. Kalinsky reported for Ms. Hart. The reviewed policies were presented in the packet. They include:
 - **Action:** 2.02 ISAIC Material Selection – no changes were made to this policy.
The motion to reaffirm Policy 2.02 was carried with unanimous approval.
 - **Action:** 2.03 Gifts and Memorials – no changes were made to this policy.
The motion to reaffirm Policy 2.03 was carried with unanimous approval.
 - **Action:** 2.04 Evelyn Zerzanek Collection – as this policy was recently changed, no action will be taken.
The motion to reaffirm Policy 2.04 was carried with unanimous approval.
 - **Action:** 3.00 Messaging – this policy is now consolidated to add 3.00 Messaging Philosophy and 3.01 Messaging Responsibility.
The motion to update Policy 3.00 was carried with unanimous approval.
 - **Action:** 1.07 Statement of Ethics for Library Trustees – the policy was updated to reflect the United for Libraries’ recommendation for ethics for library trustees. The committee feels it is more defined than the American Library Association’s recommendation, which is also encompassed in the United for Libraries’ recommendation, but also it has a more in depth and completion description of a board’s responsibility. The organization brings a view point of not just staff but also trustees, Foundation and Friends.
The motion to update Policy 1.07 was carried with unanimous approval.
 - **Action:** 1.01 Board of Trustees ByLaws – trustees received mailed letters notifying them of the potential change 5 days prior to the board meeting. Ms. Schmidt would like to recommend that the statement change to “All expenditures shall be approved according to the purchasing policies set by the board of Trustees.” Currently, the policy restricts the expenditure range at \$25,000 and over must be approved by the board, thereby restricting purchase policy changes.
The motion to update Policy 1.01 was carried with unanimous approval.
- Finance Committee – Matt Wilding, Committee Chair
 - **Action:** Library Purchasing Policy
 - The Finance Committee wishes to update the Library’s purchasing policy to match a recent change at the City. The former City policy required a resolution and approval by City Council for purchases \$25,000 and greater; as of September 8, it is now \$50,000 or greater.
The motion to update the Library Purchasing Policy was carried with unanimous approval.
- Advocacy Committee – Susan Corrigan, Committee Chair
 - Ms. Corrigan reported for the campaign’s steering committee:
 - The current challenge is awareness of the Library levy through community discussion and public relations. Plans to distribute information and increase awareness are in place and being implemented as we near November 3.

- The Library and Foundation met with The Gazette Editorial Board – those involved felt it was positive.
 - Ms. Corrigan, representing herself as a trustee, talked to the other trustees about available opportunities to continue personal communications. Discussion was also held on their experiences and feedback they have received from the community regarding the levy.
- H. Library Director's Report
- Ms. Schmidt introduced Hollie Trenary, the Library's new Special Projects Manager. One of Ms. Trenary's first tasks was to help organize Library Card Sign-up Month's door-to-door card sign-up initiative.
 - The card sign-up initiative utilized staff and volunteers reach out to customers regarding the Library's services. Over 200 conversations were held. The levy was only discussed if the customer asked – the levy was not the purpose of the door-to-door visits.
 - Ms. Schmidt sent board members information with a Doodle poll for a strategic planning retreat in January. The current strategic plan will conclude at the end of the fiscal year. The retreat would encompass Trustees, Foundation and Friends to help develop goals to drive the organization for 2017-20.
 - On November 11, the Library will be closed for its annual All Staff day. Miguel Figueroa, Director of the American Library Association's Center for the Future of Libraries, will be the keynote speaker. Trustees are invited to attend – more information will be forthcoming.
 - Final FY2015 numbers are expected next week and will be reported at the November board meeting.
- I. Old Business
- There being none, the meeting continued.
- J. New Business
- Ms. Corrigan asked to review the September 3, 2015 minutes again. She asked for changes in the minutes as follows:
 - 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.
 - 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.
 - Trustees discussed the proposed changes and agreed to re-vote the changes as noted above.

Ms. Corrigan motioned to amend the minutes based on the changes above. Mr. Elliott seconded. The motion carried with unanimous approval.

K. Adjournment

- There being no further business, the meeting adjourned at 5:02 p.m.

The next Board of Trustees meeting will be held on Thursday, November 5, 2015 at 4 p.m. in the Conference Room at the Downtown Library.