

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
August 6, 2015

Board members in attendance: [President] Joe Lock, Matthew Wilding, Susan Corrigan, Susie McDermott, Doug Elliott, Randy Ramlo, Jade Hart

Board members absent: [Vice President] Harriet Kalinsky, Hilery Livengood

Staff in attendance: [Library Director] Dara Schmidt, Karen Johnson, Carol Hoke, Christina Riedel, Shar Jones, Trevor Hanel, Hannah Buettner

Other: Charity Tyler [Executive Director, CRPL Foundation], 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 – July 2, 2015
 - Special Event Applications (3)

Mr. Elliott 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 – Charity Tyler
 - Ms. Tyler has created storytelling materials to inform donors and prospective donors of concrete ways the Foundation supports the Library.
 - She is also re-imagining the Ada Van Vechten Society for planned giving and major donor recognition.
- E. Friends of the Library Report – Cindy Monroe
 - Every October, Planned Parenthood has an annual book sale. The Friends will have a special sale October 10 and 11 in conjunction with the Planned Parenthood sale to attract buyers traveling across the state.
 - The Friends are the US Bank on Mt. Vernon Road for a month-long spotlight. Friends are giving away books with a bookmark insert noting why the Friends love CRPL.
- F. Service Spotlight: Tablet Lending – Trevor Hanel
 - Reference Librarian Trevor Hanel is managing the tablet lending project. In May 2015, he rolled out new checkout procedures for tablets in an effort to reduce loss. Forty new tablets are circulating. Of those, at the time of the board meeting, 37 are still in circulation with two damaged (customers are paying damage costs) and one not returned (this is linked to a customer's account for replacement/return).
 - A better product for children's tablet lending has been identified: Playaway Launchpads. The Library initially rolled out LeapPad Ultras, which did not stand up to circulation. The Launchpads will reduce staff maintenance, are less expensive and are intended for library circulation. The Foundation has committed to purchasing 60-80 devices.

G. Library Board Committee Reports

- Finance Committee – Matt Wilding, Committee Chair
 - There is no report. The Library has not yet received June data for an end of year financial review.
- Personnel and Policy Committee – Jade Hart, Committee Chair
 - The committee is reviewing all board policies in chunks until February as a part of the library's accreditation process every three years. The reviewed policies were presented in the packet. They include:
 - 1.00 Mission, Vision and Values
 - 1.01 Bylaws
 - 1.02 Library Bill of Rights
 - 1.03 Freedom to Read
 - 1.04 Freedom to View
 - 3.05 Behavior Policy
 - There were no suggested changes to policies 1.00 to 1.04. 3.05 Behavior Policy will be reviewed again at a later date after further consideration.
 - A discussion was held on the Bylaws and the practice of the president not voting on a proposal unless a vote is necessary to break a tie.

The motion to reaffirm policies 1.00 through 1.04 as written was carried with unanimous approval.

- Advocacy Committee – Susan Corrigan, Committee Chair
 - A Steering Committee has been formalized with Christine Casey and David Tominsky as co-chairs. The committee is working on the petition drive, endorsements, messaging and letters to the editor.
 - The petition drive is underway with 12 weeks remaining until Election Day. The goal is to collect 2,500 signatures prior to the September 1 deadline. To date, approximately 600 have been collected.
 - Messaging has shifted to the following tenets:
 - Smart Investment: 77 of 83 libraries in the state have the 27-cent levy. The Library is a quiet economic engine for the most vulnerable in our community.
 - Smart Build: the new building was built to meet projected demands for space and circulation, as demonstrated by usage numbers.
 - It is a Community Hub, also demonstrated by who uses the Library.
 - Mr. Lock noted he is going to reach out to all trustees personally on how they can assist. He noted that the information campaign has been diligent and conscience about the library staff and their time, following all election laws.
 - Mr. Lock thanked Ms. Corrigan for her hard work and dedication. In turn, Ms. Corrigan thanked Mr. Lock and Gary Streit, President of the Foundation Board, for all their work as well.

H. Library Director's Report

- The summer reading program continues to do well in its final month. As of August 4, there are 4,883 participants with 658,617 minutes read – averaging 523 minutes per person. Only 300 minutes are needed to complete the reading portion of the program.
- Hannah Buettner started work at the Library as Monica Dreasher's successor for the VISTA Volunteer program. Stephanie Hall will begin August 26 as the Ladd Branch

Manager. Hollie Trenary will also join the Library on September 9 as the Special Projects Manager.

- The Library finalized a partnership with the Iowa BIG teachers for Hack Sr. The Library will host coding classes in the Technology Classroom twice a week throughout the school year. The classes will then create teen mentors to go into local schools and teach content there. Iowa BIG students will receive course credit if they participate in the classes; all students are welcome to participate. This will be a first year pilot.
 - The Library is participating in a microloan project with SCORE, SBDC, ECICOG and the City. The partnership's goal is to assist community members requiring a small loan for a business startup. The program guides people through resources to research and create a business plan, loan acquisition, and mentoring to start and maintain a successful business. Reference Librarians Nancy Geiger and Yongan Wu will assist with business plan samples, marketing data and general guidance.
- 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 5:03 p.m.

The next Board of Trustees meeting will be held on Thursday, September 3, 2015 at 4 p.m. in the Community Room at the Ladd Library.