

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Jan. 2, 2020

Board members in attendance: [President] Matthew Wilding, [Vice President] Jade Hart, Clint Twedt-Ball, Harriet Kalinsky, Mary Sharp, Monica Challenger, Randy Ramlo, Susie McDermott

Board members unable to attend: Hassan Selim

Staff in attendance: [Library Director] Dara Schmidt, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Musil

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Elizabeth Bousman and David Smith, Mystic Tat2

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: Dec. 5, 2019

Ms. Hart motioned to accept the consent agenda. Ms. Sharp seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Resolution in thanks of Mystic Tat2
 - The trustees formally thanked Mystic Tat2 for their unique fundraiser, which allowed the community to pay \$50 for a poker chip sized tattoo related to literacy – books, characters, reading, etc. The proceeds, which was over \$4,000, benefited Dolly Parton’s Imagination Library (DPIL).
 - David and Elizabeth noted that this fundraiser was the most popular one they have had.
- E. Foundation Report – Charity Tyler
 - The Foundation’s year closed and Ms. Tyler felt good about final donations received. In first quarter 2020, the Foundation expects to receive several corporate pledges
 - Over 5,300 children are now enrolled in DPIL, which serves 60% of the eligible population. In February, the 100,000th book will be mailed to a child in Cedar Rapids.
- F. Friends of the Library Report – Libby Slappey
 - A Friends of the Library volunteer, Katie Adams, is having a fundraiser of her own. Half of the proceeds for her Knowledge is Power Soap, sold through her business Thumbprint Soaps, will go to the Friends.
 - Friends will host their strategic planning retreat next week.
- G. Board Education: Strategic Plan – Dara Schmidt
 - The first year of the strategic plan concluded and Library staff are preparing for the second year. Ms. Schmidt provided an update on the year one initiatives. One of the committees – expand services to seniors and homebound – is still working and hopes to have a recommendation at the end of January.
 - Year Two is comprised of four initiatives. In April, Expand support to school age children with programs and services will start, and it aims to validate our summer reading program and DPIL. We have an MOU with the school district to compare school test score data so we can determine if summer reading participation prevents summer slide. This will be crucial to understand our impact and improve our services.

- In January, workforce development offerings will be examined and we will make recommendations to close gaps, while also concentrating on opportunities for teens and older adults.
- For the whole of 2020, a committee will make recommendations on the library's physical space. Downtown and Ladd were designed with patrons in mind but usage patterns have shown us we can make changes to better serve patrons. We are starting with a survey to all staff; they can help identify potential areas of focus. The changes do have key parameters, such as no large scale shelving movement.
- The final initiative to continue a path of inclusivity through programs, services, and marketing, will work with the City's Welcoming Communities action plan.
- Year Three focuses more on finding gaps, whereas years one and two focused on addressing concerns that surfaced in the strategic plan's research and community input.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - Mr. Ramlo noted that the Library's FY20 budget is on track.
 - **Action:** FY21 Budget
 - Ms. Schmidt will present the Library's budget to City Council either at the end of January or early part of February. She will share the date when it is scheduled.
 - Mr. Ramlo presented the budget on behalf of the Finance Committee. The budget is comprised of about \$7.5 million, which is approximately a four-percent increase from last year.
 - Increases to the budget cover personnel expenses, such as standard salary increases and benefits. The Library is requesting \$30,000 to cover anticipated electrical increases due to Alliant's rate increases. The Library also increased various discretionary line items to respond to needs associated with increased usage, totaling \$40,000.
 - The Library will decrease its fine revenue, which has been previously budgeted for \$100,000 even though fines revenue has not been that high in the past several years. We will still collect money in that revenue line for lost materials but we can't anticipate rates for a while yet. The Library expects increased support from State and County dollars, which are granted through patron usage. We anticipate fines elimination will increase circulation and visits. These adjustments equal about \$90,000 made up; the City has agreed to make up the remaining \$10,000 of the \$100,000 reduction.

The motion to accept the FY21 budget as presented in the packet carried with unanimous approval.

- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - **Action:** 4.00 Library as Place
 - This policy was re-written to better align with the mission, vision, and values, which were updated in May 2018.
 - **Action:** 4.02 Public Display Art Policy.
 - The policy's formatting was updated to match others. This policy focuses on art selection; a sentence was added to preface acceptance and understanding for all parties.
 - **Action:** 4.03 Community Postings
 - Formatting changes were made. A sentence was added that postings must comply with state and federal laws.
 - **Action:** 4.04 Environmental Policy
 - There were no recommended changes.

- **Action:** 4.05 Non-Smoking Policy
 - The only changes were for formatting consistencies.
- **Action:** 4.06 The Use of Security Cameras Policy
- The board briefly discussed that this policy specifically notes internal camera footage is considered a patron record and is protected information, versus external footage. No changes were made with exception to formatting.

The motion to accept the policies as presented in the packet carried with unanimous approval.

- The committee has one more policy – 4.01 Meeting Rooms – to review and will bring recommendations at the February meeting.
- Advocacy Committee – Jade Hart, Committee Chair
 - Trustees were encouraged to fill gaps in conversations with City Council members for budget discussions. A sign-up sheet was passed around.
 - Ms. Schmidt and Ms. Hart would like feedback from the conversations as this could be help to shape the budget hearing presentation.
- I. Library Director’s Report
 - Ms. Schmidt highlighted a kind email that we received from a grateful patron.
- J. Old Business
 - There being no old business, the meeting continued.
- K. New Business
 - There being no new business, the meeting continued.
- L. Adjournment
 - There being no further business, the meeting adjourned at 5:12 pm

The next Board of Trustees meeting will be held on Thursday, Feb. 6, 2020, at 4 pm in the Conference Room at the Downtown Library.