

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Jan. 3, 2019

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

Unable to attend: Harriet Kalinsky, Hassan Selim, Mary Sharp

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Erin Horst, Kevin Delecki, Jessica Link, Jessica Musil

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Kristin Novak, The Hall-Perrine Foundation

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: Nov. 1 and Dec. 6, 2018
 - Mr. Ramlo motioned to accept the consent agenda. Ms. McDermott seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Tour of Opportunity Center at Ladd Library
 - Attendees toured the renovated space from 4:03-4:10 pm.
- E. Resolution of Thanks – **Action:**
 - Resolution in thanks of the Hall-Perrine Foundation
 - Ms. Hart motioned to accept the resolution of thanks. Ms. Challenger seconded. The motion carried with unanimous approval.*
 - The Hall-Perrine Foundation has long supported the Cedar Rapids Public Library, with the 1985 library and the Library 3.0 capital campaign following the 2008 flood. Through a recent donation, the foundation supported the physical development of space at Ladd Library to house the upcoming Opportunity Center. In this space, the Library and community partners can directly impact vulnerable citizens to learn, earn, and thrive. Kristin Novak accepted the board's thanks on behalf of the Hall-Perrine Foundation.
 - Resolution Schedule
 - Ms. Challenger motioned to accept the resolution of thanks schedule. Mr. Twedt-Ball seconded. The motion carried with unanimous approval.*
 - The schedule, as presented in the board packet, are the intended honorees of thanks for their commitment to our community through June 2019. The schedule will allow a single vote versus monthly votes.
- F. Foundation Report – Charity Tyler
 - Ms. Tyler has new donors for the Dolly Parton Imagination Library (DPIL) project including a three year grant.
 - On May 4, the Foundation will host a literary themed fundraiser. Trustees will receive more information so they can participate.
 - The Foundation has added one new planned giving donor. They also look forward to adding an options to receive donations from Facebook.
- G. Friends of the Library Report – Libby Slappey
 - The Friends Board will have a work session in January, focusing on membership and partnerships with the Library Foundation. They hope to develop an agreement with the Foundation to share their donor software to consolidate their records at a cost.

- The Friends will increase the amount of larger sales they offer – once a quarter, a Saturday sale will be expanded and located at the Cherry Building. The board also needs to evaluate their lease with the Cherry Building as it is up for renewal.
- Ms. Schmidt also noted that we have approval from City Finance to accept credit card payments for Friends books – right now, we only accept cash or check. The Library and Friends need work out the logistics before offering the service to patrons.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - **Action:** FY20 Budget
 - The trustees discussed the FY20 budget as presented in the board packet. Ms. Schmidt noted that following approval, the budget will be approved by the City Council. The budget hearing is tentatively scheduled for early February, trustees will be updated as the date is determined. The following items from the budget were highlighted.
 - The Library expects higher revenues due to increased hours at Ladd Library. More hours increases access to patrons, which impacts our revenue from Linn County and the State.
 - Personal Services shows an increase of approximately \$508,000. \$100,000 of this is not new – it was from last year and moved from a non-discretionary line item. Approximately \$100,000 will support step and wage increases. Ultimately, to support opening Ladd on Saturdays and to provide the same level of service at Ladd as Downtown, Ms. Schmidt would like to hire a 40-hour supervisor with an MLIS, a 40-hour programming librarian to provide literacy intervention and act as a generalist, two 28-hour Patron Service Specialists, and one 19-hour shelver. The Library’s organizational structure was also highlighted. The only change from last year was to move around some of the departments reporting structure. For example, IT will report to Materials; this is in line with other libraries. This will help reduce the size of the Operations Department, which is now known as Public Service to better reflect the work the team provides to patrons.
 - \$20,000 was reallocated in various lines items to increase books and materials. Reallocation was selected from various areas showing a history of underspending, such as in office supplies. More money was also allocated to staff training and travel.
 - The budget stands at \$5,908,179.30 from the City. With our projected revenues, the total budget is \$6,660,854.30.

The motion to accept the FY20 Budget as presented in the packet carried with unanimous approval.

- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - **Action:** Policy 1.02 Library Bill of Rights
 - **Action:** Policy 1.03 Freedom to Read
 - **Action:** Policy 1.04 Freedom to View
 - Ms. Schmidt provided the history of the American Library Association (ALA) philosophy on the Bill of Rights, Freedom to Read, and Freedom to View. The Bill of Rights, adopted in 1939, affirmed that libraries are forums for information and ideas without judgment or censorship. In 1953, Freedom to Read was adopted as an extension of the Bill of Rights – patrons will have access to and read any materials. Freedom to View was adopted later to affirm the same rights for audiovisual materials.

- There was a discussion of the Library Bill of Rights, which was reaffirmed in 1996 to include age. The trustees questioned if the document was updated to include race and gender. Ms. Schmidt will ask the ALA counselor assigned to the Iowa Library Association. The Bill of Rights policy will be updated to reflect the correct adoption and amendment history.

The motion to reaffirm policies 1.02, 1.03, and 1.04 with corrections to 1.02 carried with unanimous approval.

- The committee will affirm Policies 1.05 and 1.05a, which are included in the packet.
- Advocacy Committee – Jade Hart, Committee Chair
 - The board held a general discussion on the meetings with City Leaders. Trustees reported they are going well and they are finding support with the leaders they have met so far.
- I. Library Director's Report
- Pending final confirmation, The Opportunity Center at Ladd Library will host its grand opening on Feb. 28. Community partners are looking forward to formally welcoming clients into the renovated office space. Trustees will receive an invitation to the opening when details are final.
 - In 2018, two staff members attended the White Privilege Symposium. Cedar Rapids will host a larger conference this March. As details are announced, Ms. Schmidt plans to send more Library staff to attend.
- J. Old Business
- There being none, the meeting continued.
- K. New Business
- There being none, the meeting continued
- L. **Closed Session:** Iowa Code §20.17(3). Union Contract Discussion.
- Mr. Wilding read aloud the Iowa Code pertaining to the reason for going into closed session.
- Ms. McDermott motioned to enter closed session. Ms. Hart seconded. The motion was carried with unanimous approval following a roll call.*
- The roll call was taken of those present in the closed session: Susie McDermott, Monica Challenger, Randy Ramlo, Jade Hart, Clint Twedt-Ball, Matt Wilding; Ms. Schmidt remained, all others departed. The board went into closed session at 5:07 pm.

Mr. Twedt-Ball excused himself from the meeting at 5:15 pm

- The meeting resumed in open session at 5:37 pm.

M. Adjournment

- There being no further business, the meeting adjourned at 5:38 pm

The next Board of Trustees meeting will be held on Thursday, Feb. 7, 2019, at 4 pm in the Conference Room at Downtown Library.