

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**January 4, 2018**

**Board members in attendance:** [President] Harriet Kalinsky, [Vice President] Matthew Wilding, Mary Sharp, Hilery Livengood, Jade Hart, Clint Twedt-Ball, Susie McDermott, Hassan Selim (via phone)

**Board members unable to attend:** Randy Ramlo

**Staff in attendance:** [Library Director] Dara Schmidt, Erin Horst, Hollie Trenary, Kevin Delecki, Mary Beth McGuire, Patrick Duggan, Jessica Musil

**Others:** Charity Tyler, Executive Director of the CPRL Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Phoebe Trepp and Emily Zimmon, Willis Dady Homeless Services

- A. Call to Order
  - Ms. Kalinsky called the meeting to order at 4 pm.
- B. Consent Agenda – Action
  - Minutes: Dec. 7, 2017
  - Ms. Sharp motioned to accept the consent agenda. Mr. Twedt-Ball seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of Willis Dady Homeless Services
  - Mr. Wilding motioned to accept the resolution of thanks. Ms. Hart seconded. The motion carried with unanimous approval.*

Ms. Livengood joined the meeting at 4:04 pm.

The Library recognized Willis Dady Homeless Services for their work with the Library and other community partners to serve our most vulnerable citizens. Homeless Prevention Specialist Emily Zimmon has office hours at the downtown library to meet with clients. The Library has four computers in Willis Dady's shelter to provide computer access.

Executive Director Phoebe Trepp shared they served over 700 people in 2017. They are starting intentional outreach to serve people in need they have not yet reached. Ms. Trepp noted she is grateful for the partnership with the Library.

- E. Foundation Report – Charity Tyler
  - The Foundation is on track for its FY18 donation goals. Ms. Tyler continues meetings with partners to get Cedar Rapids children signed up for Dolly Parton Imagination Library prior to the soft launch in January and a full public launch in April.
  - This year, the Foundation is partnering with the Los Angeles Public Library for their annual Stay Home and Read a Book Ball. The Foundation had a similar non-event fundraiser last year, modeling the Los Angeles Public Library's event.
  - Recently, the Foundation has expanded their social media presence.
- F. Friends of the Library Report – Libby Slappey
  - The Friends are in the process of cleaning up and consolidating their files.
  - In addition, they will host their first Saturday Sale of the 2018 calendar year on Jan. 6 at the downtown library. Ms. Slappey noted they look forward to selling books during the March 3 Community Cultural Celebration and Expo. They hope to have a selection of materials for sale that complement the event's theme.

- G. Service Spotlight: Young Adult Job Coach Program – Jessica Link
- In conjunction with area schools, the Library has created a volunteer program to develop workplace skills for students with disabilities. The tasks are based on the needs of the students and are tailored to help the respective students gain and master new skills as they grow in their competencies. Educators support students while working in the Library and can assess abilities.
  - Ms. Link notes that the program will continue to respond to the needs addressed by the schools. Every students' program is individually tailored and can vary each semester.
- H. Library Board Committee Reports
- Finance Committee – Randy Ramlo, Committee Chair
    - The committee did not meet in December. Finances remain on track almost half way through the fiscal year.
  - Personnel and Policy Committee – Hilery Livengood, Committee Chair
    - There is nothing to report.
  - Advocacy Committee – Jade Hart, Committee Chair
    - 2018 Advocacy Plan
      - The committee met on Dec. 21 to discuss advocacy efforts with City and County leaders. They developed a draft Advocacy calendar for 2018 with suggested advocacy efforts for each month. The goal is to finalize the plan this month and start assigning and scheduling roles.
      - Ms. Hart also shared a draft version of talking points regarding the library that can be used for specific meetings or events, as well as general conversation.
- I. Library Director's Report
- Ms. Schmidt invited library trustees to participate in a free continuing education opportunity – Innovative Libraries Online Conference on Jan. 18. Ms. Schmidt will present on Advocacy.
  - Strategic Planning work is underway with The Ivy Group. Trustees will be invited to participate in phone interviews with the consultants in January. Ms. Schmidt asked for any further suggestions for community influencers or stakeholders for executive interviews. The consultant will meet with the board at the Feb. 1 board meeting. The board decided to extend the next meeting to 6 pm.
  - The Library has experienced an uptick in behavioral issues with the cold weather. Ms. Trenary has been working with Lt. McGarvey of the Cedar Rapids Police Department to have twice daily drop-ins. In addition, the Library is contracting with the police to have an officer make rounds to provide support for the staff and alleviate behavioral issues.
  - The Library is now offering Kanopy, our first foray into video streaming services. Since Kanopy was added to our services in mid-December, we have had over 400 views.
- J. Old Business
- There being none, the meeting continued.
- K. New Business
- **Action:** Janitorial Contract Amendment
    - Library recently added square footage with a new staff breakroom and restroom. The company noted it will be an additional \$3,000 a year.  
*Ms. McDermott motioned to accept the contract amendment for janitorial services. Ms. Hart seconded. The motion carried with unanimous approval.*
- 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. 1, 2018, at 4 pm in the Conference Room at the Downtown Library.**