

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Oct. 4, 2018

Board members in attendance: [President] Matthew Wilding, Mary Sharp, Susie McDermott, Monica Challenger, Harriet Kalinsky, Hassan Selim

Unable to attend: Clint Twedt-Ball, Randy Ramlo, [Vice President] Jade Hart

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Patrick Duggan, Erin Horst, Kevin Delecki, Aaron Bock, Kara McCoy

Others: Libby Slappey, President, Friends of the Cedar Rapids Public Library; Charity Tyler, Director, Cedar Rapids Public Library Foundation; Mike Wright and Dan Chibnall, The Iowa Library Association; Jean Kirby, community member

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – Action
 - Minutes: Sept. 13, 2018
 - Special Event Application

Ms. Challenger motioned to accept the consent agenda. Ms. Kalinsky seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of the Iowa Library Association
 - *Ms. Kalinsky motioned to accept the resolution of thanks. Ms. Challenger seconded. The motion carried with unanimous approval.*
 - The Iowa Library Association (ILA), started in 1890, fosters innovation, advocacy, and support for all Iowa libraries and their staff to strengthen the mission of libraries. ILA endeavors to defend challenges to intellectual freedom and the Freedom to Read, while also advocating for critical funding, access to information, local control, and the importance of teacher-librarians in every school. ILA provides access to assistance, workshops, strategies, and templates not only in reaction to immediate needs, but also as proactive opportunities.
- E. Foundation Report – Charity Tyler
 - Ms. Tyler continues to receive corporate grants for the Dolly Parton Imagination Library (DPIL) program as well as applying for other grants. So far, the DPIL program has 4,144 enrolled children and 307 graduates, those children who are over the age of five. Our goal is to have over 4,300 children enrolled by the end of the year. Even with graduates, we still see monthly enrollment growth.
 - Ms. Tyler was selected as one of 39 individuals to join the Leadership Iowa Training.
 - The Van Vechten Society marketing materials just arrived. Ms. Tyler is looking forward to re-engaging planned giving with the materials and a new donor wall to be installed in October or November.
 - Ms. Sharp asked about receiving the Foundation and Friends report in the board packet in addition to the verbal report. Mr. Wilding also noted that the trustee president, vice president, and another trustee attend the Foundation board meetings once a month as designated in the Foundation board's By-Laws.

F. Friends of the Library Report – Libby Slappey

- The Friends are planning their annual large sale during the first week in November. The sale will be open late on Friday evening again. TCR will have professional actors to assist and liven up elevator service in the Cherry Building during the sale.
- The Friends will also start offering larger quarterly sales on the first floor of the Cherry Building to manage their inventory.

G. Service Spotlight: White Privilege Symposium – Kara McCoy and Victoria Fernandez

- Ms. Schmidt noted that continuous education for our staff is a high value for the Library, especially education geared toward local trends and the population we serve. The Library sent two employees to attend. Ms. Fernandez was unable to attend the board meeting due to her attendance at the ILA conference; her report is included in the board packet.
- Ms. McCoy and Ms. Fernandez attended this year's White Privilege Symposium hosted by Coe College. Ms. McCoy felt the conference is critically important; it navigates race, privilege, identity, and equity.
- She feels the conference is very relevant to her work at the Library and has changed her perceptions and actions. As a patron services specialist, the practical tips have already helped her to build relationships with all patrons she encounters. It has helped her to evaluate and improve interactions in the hopes that the patron feels accepted and welcome at the Library.
- Inclusion is a large part of the new strategic plan. Conferences and opportunities like this could be part of how we incorporate inclusion in the next three years. A larger White Privilege Conference is coming to Cedar Rapids in March 2019.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - In the finance report, Ms. Schmidt explained that the report indicates overtime is over by 56%; however, the additional \$100,000 from the City to re-open hours was placed in the wrong line item. It will be corrected for next month's report. In addition, the Books and Subscriptions line item is over – this is due to all the subscriptions being paid at the beginning of the fiscal year. The Materials team will change their materials spending plans to compensate for the subscriptions overage. Ms. Schmidt also noted that new furniture for the LivingLearning Roof and Reading Terrace came out of this year's budget instead of last year's – it was coded to Capital Outlay. Another expense in that line item is an unexpected countertop replacement in the Programming Office due to battery acid from a Library cordless phone damaging the existing top. The furniture and new top were not previously budgeted to Capital Outlay but we have funds in other line items that will cover the cost.
 - **Action:** Café Agreement
 - The café has notified us that they would like to renew for the third one-year term of their contract. At the time of signing, their contract allowed three one-year terms but a letter of intent is needed for year. The contract language does not change. We will need to re-negotiate the terms in the next calendar year.
 - Ms. Sharp asked if the café is interested in Sunday hours. They are not because the Library's 1-5 pm hours misses peak meal times and café Sunday staffing costs too much.
 - Mr. Wilding asked if catering is a big part of their business. Ms. Schmidt affirmed this is true. Cafes in libraries do better if they have first catering rights with food needs in the building. The café has periodically looked at adding liquor licenses; however, at this time, it would not be financially feasible.

The motion to accept the café agreement renewal carried with unanimous approval.

- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - Ms. Schmidt noted that as an accredited library, we must review our board policies once in the three year accreditation cycle. In the next six months, we'll develop a review schedule. This committee will take the lead on the review; Ms. Schmidt will discuss a process with Mr. Twedt-Ball.
 - Advocacy Committee – Jade Hart, Committee Chair
 - As a reminder, please fill out the SignUp Genius for upcoming advocacy roles with the Linn County Board of Supervisors.
 - Ms. Mussman is participating in a 12-week American Library Association (ALA) course by PC Sweeney on library advocacy. Soon, trustees will hear more as the committee incorporates lessons from the course.
- I. Library Director's Report
- This afternoon, the City held its annual Employee Service Awards, a recognition of employees who have worked for the City for 5, 10, 15, etc. years. Ten Library staff were recognized for 5 years of services; Trevor Hanel and Erin Horst celebrated 10 years; Kristine Olsen and Susanne Boehm celebrated 15 years; Melia Tatman and Penny Frischkorn celebrated 20 years; and Nancy Geiger was honored for 35 years.
 - Twenty-one staff members and trustees represented the Library at the ILA conference this week. Of those, 16 are staff and five are trustees. Seven staff members were also selected to present at the conference; they include: Kevin Delecki, Natalie Struecker, Erin Horst (2 presentations), Kristine Olsen, Aaron Bock, Amber Mussman (2 presentations), and Tess Anderson.
 - Ms. Schmidt anticipates an article in *The Gazette* tomorrow now that partially restored hours have been in place for three months. It will focus on how the increased hours, particularly at Ladd Library, has impacted patrons and if we plan to ask for full hours restoration at the branch. Everything is still in the examination phase in this regard. At Ladd, from 8-9 am, we've seen 989 people from July 1 to Sept. 30 on Mondays through Thursdays. Circulation is 1,292 items. For Downtown, on Sundays from July 1 to Sept. 20, we have seen 6,464 people with circulation for those days at 15,937. We don't know how our community will respond to adding Ladd Saturday hours but we do have old data showing usage on Saturdays before changes were made. We also know that we have people accessing hours not previously available. We will continue to review available data to make hours decisions as the budget process unfolds.
 - The FY18 fiscal report is almost done. The Library is also finishing its annual survey to the State Library, which includes patron usage. Highlights of the financials and patron usage will be compiled into the Annual Report. Ms. Schmidt notes that circulation has declined but computer use, door counts, and room use has increased. Our library was designed to meet community needs and not necessarily materials checkout – the data shows we were successful. We will continue to monitor our materials and collection to meet patron demands.
 - On Monday, the Library will have its first meeting with the contractor for the Opportunity Center at Ladd Library buildout. Ms. Schmidt will have more to share after the initial meeting.
- J. Old Business
- Strategic Plan Update
 - Ms. Schmidt passed out the final printed version of the Strategic Plan. Trustees will see a draft of the Operational Plan at the November meeting.

K. New Business

- Flood Plan

- Ms. Schmidt highlighted the Library's Flood Plan. It is a living document, updated after each flood event and new lessons learned. The document was initially written in 2016 and was updated in September 2018. As we hire to replace the Operations Manager, documents such as this will continue to be developed as resources for all library staff.

L. Adjournment

- There being no further business, the meeting adjourned at 4:55 pm

The next Board of Trustees meeting will be held on Thursday, November 1, 2018, at 4 pm in the Conference Room at the Downtown Library.