

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**October 5, 2017**

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

**Board members unable to attend:** Randy Ramlo, Jade Hart

**Staff in attendance:** [Library Director] Dara Schmidt, Kevin Delecki, Hollie Trenary, Erin Horst, Amber Mussman, Eric Andrews, Mary Beth McGuire, Jessica Musil

**Others:** Charity Tyler, Executive Director of the CPRL Foundation; Lt. Corey McGarvey

- A. Call to Order
  - Ms. Kalinsky called the meeting to order at 4 pm.
- B. Consent Agenda – Action
  - Minutes: Sept. 7, 2017
  - Special Event Application

*Mr. Twedt-Ball motioned to accept the consent agenda. Mr. Selim seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.

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

- D. **Action:** Resolution in thanks of Lt. McGarvey

*Mr. Wilding motioned to accept the resolution of thanks. Ms. Sharp seconded. The motion carried with unanimous approval.*

The Library recognized and thanked Lt. Corey McGarvey and his team of Cedar Rapids Police Department officers for their collaborative partnership with the Library. Lt. McGarvey has provided training for Library staff as well as opportunities for officers to learn about how libraries work; ultimately the partnership has allowed both organizations to support the other and strengthened relationships.
- E. Foundation Report – Charity Tyler
  - Ms. Tyler continues to build partnerships for the Dolly Parton Imagination Library project. Mercy Medical Center has committed to purchasing the first book for Cedar Rapids' babies born at their hospital. Ms. Tyler is discussing a similar possibility with UnityPoint.
  - She is making more community connections and making donor requests to expand the project. The Foundation Board formally approved signing a MOA to be an affiliate of the Imagination Library program.
- F. Friends of the Library Report – Libby Slappey
  - There is nothing to report.
- G. Service Spotlight: OPEN+ – Eric Andrews
  - The Library is now using a quarterly magazine publication to promote Library programs and events. Previously, staff produced multiple monthly brochures.
  - The new format costs approximately the same as the individual brochures. The new magazine also allows an opportunity for editorial content to highlight major events, services, news, and more.
  - The brochures are in the libraries and online at this time. The online magazine has the future capability of adding interactive features such as videos.

#### H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - The first draft of the FY19 budget is due to the City at the end of October. Ms. Schmidt is developing the status quo budget, which will continue to cover salaries with raises and current services and hours.
  - So far into FY18, finances remain on track. Ms. Schmidt recently learned she has rollover funds available for large-scale one-time projects. She is developing a spending plan with managers, which may include but not limited to public computer replacements.
- Personnel and Policy Committee – Hilery Livengood, Committee Chair
  - There is nothing to report.
- Advocacy Committee – Jade Hart, Committee Chair
  - As a reminder, trustees and key stakeholders will meet with City Council and Mayoral candidates prior to the election in an advocacy effort for the library. The conversation will help candidates learn more about our Library and services we offer to the public. Information packets for the candidates will be ready next week. Final pairings with candidate contact information will be emailed by early next week as well.

#### I. Library Director's Report

- The Linn County libraries are working with the county auditor's office to make voter registration available at all times. Soon, citizens will be able to register to vote at the library when they receive a library card. In the future, the county libraries would like to work with the state to use a library card as voter identification.
- We are now circulating 75 Wi-Fi HotSpots across the Metro Library Network. A portion of them can now be placed on hold. Demand remains high for the unit.
- In November, the Metro Library Network directors will work with a facilitator to discuss why the partnership is important and develop common goals to pursue across the network. As the meeting nears, Ms. Schmidt will ask trustees for their feedback on the partnership.
- Ms. Schmidt has started meeting with staff as a part of her overall library staff communication goal. This will also be valuable as the library looks forward to a new strategic plan next fiscal year.
- Work continues for the Center for Working Families project. The Economic Alliance has joined the partnership with United Way and Kirkwood Community College.
- Library staff will participate in their annual All Staff Day on Nov. 10. Trustees are invited to participate. The agenda is still tentative but the theme centers on customer service and soft skills training.
- The City has a new city-wide training initiative: Organizational Health. Based on Patrick Lencioni's *The Five Dysfunctions of a Team*, the city has begun a five-year initiative has started with heavy trainings for all directors, managers, and supervisors. Following this, all city staff will participate through annual trainings over the five-year period.
- Ms. Schmidt will attend the annual Urban Libraries Council Forum in St. Paul, MN on Oct. 11-13. At the forum, the Library will be honored as a winner of the Innovation Award for Education for the Summer Dare Everywhere program. In addition, she will attend the Iowa Library Association Conference in Coralville on Oct. 18-20. The library has several staff who are presenting at the conference. In November, Ms. Schmidt will return to Washington, DC. The Institute for Museum and Library Services (IMLS) has asked her to be a reviewer for the next grant cycle.
- The Arc of East Central Iowa has awarded the Library their 2017 Business Supporter of the Year award. The Library was recognized for the support of and inclusion of the Arc's clients through access and acceptance.

- J. Old Business
  - There being none, the meeting continued.
- K. New Business
  - There being none, the meeting continued.
- L. Adjournment
  - There being no further business, the meeting adjourned at 5:02 pm

**The next Board of Trustees meeting will be held on Thursday, Nov. 2, 2017, at 4 pm in the Conference Room at the Downtown Library.**