

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
October 6, 2022

Board members in attendance: [President] Clint Twedt-Ball, Jeremy Elges, Elisabeth Hepworth (all in person); [Vice President] Monica Challenger, Chris Casey, Rafael Jacobo, Hassan Selim (all via Zoom)

Unable to attend: Susan McDermott, Jade Hart

Staff in attendance: Dara Schmidt, Jessica Musil (both in person); Amber McNamara, Patrick Duggan, Todd Simonson, Sarah Voels, Jessica Link (all via Zoom)

Others: Libby Slappey, President, Friends of the Cedar Public Library (via Zoom)

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4:03 pm.
- B. Consent Agenda – **Action**
 - Minutes:
 - September 1, 2022
 - September 7, 2022 – 10 am
 - September 7, 2022 – 1 pm
 - September 8, 2022

Mr. Elges moved to accept the consent agenda. Ms. Hepworth seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
 - Ms. Schmidt reported for Ms. Tyler. The Foundation has had a big month with Dolly Parton’s Imagination Library (DPIL). The program now has 4,708 graduates.
 - The financial feasibility study is complete and the Foundation board received results during a presentation by consultant.
 - The Foundation is working through their annual audit. In addition, their fall newsletter and annual report will hit mailboxes in mid-October.
- E. Friends of the Library Report – Libby Slappey
 - The Friends are thrilled that the library is back open and they could resume Saturday sales. However, the past sale was small – it hasn’t been long since the library reopened.
 - The annual fall sale is scheduled for November 4, 5, and 6 at the downtown library during open library hours.
- F. Board Education: Library Website – Amber McNamara
 - The library’s website was redesigned as a result of last strategic plan and the need to improve ADA accessibility. The changes necessitated starting over. An internal team worked with Library Market, a company who designs websites specifically for libraries, over several months.
 - The website’s back end was designed to ensure the site’s overall accessibility; for example, improvements with screen readers. In addition, the site is better organized by topic, need, and age, and uses mega menus make items easier to find or discover as well. With Google Translate, the website can be translated in multiple languages. An accessibility widget improves the site for a respective user’s individual needs.
 - Library databases’ improved organization also improved so patrons can better filter and find resources, depending on the interest or need of the patron. Each resources includes tutorial videos on how to use the resource.

Ms. Selim joined at 4:16 pm

- Following completion of the site, we completed internal testing with staff as well as externally with volunteers. The Catherine McAuley Center and Civil Rights Commission were invaluable to get perspectives and find areas of improvement with diverse users.
- Ms. Hepworth thanked the team for their intentional work to meet the community's needs. Mr. Twedt-Ball also expressed thanks. Mr. Selim appreciated the effort to get input from different groups as it shows dedication to our community.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - Mr. Jacobo has nothing new to report so the meeting continued.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Schmidt reported for Ms. Challenger. She reviewed the August Finance memo, which is two months into the fiscal year. We had timing errors in billing and Ladd rent payment. This has since been resolved though corrections may not show up until October.
 - The FY23 budget process has started. Ms. Schmidt expects it to be a status quo but will ask for some increases. The finance committee will meet soon to review the proposed FY24 budget.
 - Mr. Twedt-Ball asked when we expect to get final FY22 financials. Ms. Schmidt noted that the annual report has an unaudited general end of year financial reporting. Otherwise, the final audited data will not be available for a while yet. Mr. Twedt-Ball also asked about an update to the impact of going fine free. Ms. Schmidt will ask Materials Manager Erin Horst to present in November.
 - **Action:** Architect Services Contract with OPN Architects for Westside Library Project. This contract follows the special board meeting in September to hire OPN Architects for the Westside Library project. Ms. Schmidt highlighted Attachment A – Scope of Services of this standard city contract. The architect fees are \$84,600 plus 6.35% of construction costs but not to exceed \$1,272,100. As final finances – contributions from ARPA and a Foundation Capital Campaign – are known, we can better anticipate final overall payment to OPN. Mr. Elges asked if this contract has been vetted by the City. Yes, the City is heavily involved in all contracts. No others had questions or concerns. Ms. Schmidt also noted that, due to the Department of Justice and ADA settlement, the City has adjusted their contracts to ensure compliance.

The committee recommendation to accept the contract with OPN Architects for the Westside Library project, as presented in the packet, passed unanimously.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy Review. Mr. Elges reviewed the following policies.
 - 1.01: ByLaws. Recently, we have hosted several special board meetings, and the bylaws do not specify if public comment is required for these. The ByLaws were updated to clarify when public comment is allowed.
 - 3.06: Library Access for Sex Offenders Convicted of Sex Offenses Against Minors. The policy as updated to include statements to better clarify and reflect the practice, as it wasn't previously noted. Ms. Schmidt wants to ensure that the board is involved and consulted in the process, while allowing flexibility for the board leadership to support the director. The policy also covers how an individual can access the library even if not allowed on physical property.
 - 4.02: Public Art Display. The policy was updated to better reflect current practice.
 - 4.03: Community Postings. There are no recommended changes for this policy.

The committee recommendation to approve the above policies as in the board packet carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
 - In the past month, Ms. Schmidt has been finalizing the architect contract. Linn County will vote on ARPA allocations next week and the City will vote on October 25. Ms. Schmidt is meeting with City Council members to update them on the process as well.
 - The Financial Feasibility Study was mostly positive. However, study participants didn't feel a \$18 million capital campaign was possible. The consultants recommended a campaign between \$8-10 million. After we understand our ARPA allocations, we can develop a Foundation capital campaign ask in November.
 - Ms. Schmidt and Mr. Twedt-Ball met with the City Manager this week to discuss the project. Mr. Twedt-Ball felt the meeting was positive – it was clear that the City Manager is supportive of the project and to bring services to the westside community around the library. The City continues to be an amazing partner in this work and is committed to funding the operations as we expand our footprint.
- H. Library Director's Report
 - Ms. Schmidt encouraged trustees to read the report, specifically the great stories.
 - The final fire restoration is complete. Ms. Schmidt is working with OPN Architects to find a replacement light. She specified lights made in the United States and LED. The cost is covered by insurance.
 - Annual Report. Ms. Schmidt shared the FY22 annual report. Highlights are noted below.
 - The annual report is more than just statistics: it includes articles describing initiatives and strategic work throughout the year to impact the community. For example: the Mobile Technology Lab's park visits and workforce development, educator supports with STEM technology, serving incarcerated youth, improving digital access with circulating Chromebooks and Hotspots, our partnership with Willis Dady Emergency Services, and KultureCity sensory kits.
 - Ms. Schmidt reviewed the revenues and expenditures. Overall, we made our budget, and she has no concerns with the unaudited financials. If there are any changes following the audit, she will update the board.
 - Circulation for physical and digital materials are higher than in the previous fiscal year. Database use also increased. We're gaining on pre-pandemic usage statistics for materials
 - Meeting room uses are still down as many people still prefer virtual meetings. Ms. Schmidt believes we will continue to see an increase but may not get back to pre-pandemic numbers. Large scale events returning even if smaller meetings are not.
 - We've been able to increase programs and attendees. Volunteer hours are also increasing. Life and activity have returned to the library through visits, materials use, events, programs, and more.
 - Several trustees commended the creative internal team on the final annual report.
- I. Old Business
 - There being no old business, the meeting continued.
- J. New Business
 - There being no new business, the meeting continued.
- K. Adjournment
 - There being no further business, the meeting adjourned at 5:02 pm.

The next Board of Trustees meeting will be held on Thursday, November 3, 2022, at 4 pm in the Conference Room, Downtown Library