

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Nov. 1, 2018

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

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

Others: Les Garner, Greater Cedar Rapids Community Foundation; Jean Kirby, community member

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

Ms. McDermott 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 Greater Cedar Rapids Community Foundation

The motion to accept the resolution of thanks carried with unanimous approval.

Mr. Twedt-Ball joined the meeting at 4:05 pm.

- The Community Foundation has supported local philanthropy since 1949. Recently, the community has benefited from the Community Foundation's support of two library initiatives: The Dolly Parton Imagination Library (DPIL) and MICRO programs.
 - The Community Foundation's charitable giving has helped these two programs impact area children and literacy, and small business development.
- E. Foundation Report – Charity Tyler
- Ms. Schmidt reported for Ms. Tyler. The Foundation is starting the 'I #LOVECRPL' campaign – an opportunity for the community to share stories about why they love the Library. Trustees are invited to participate.
 - The new donor wall was installed on the first floor of the downtown Library. This wall celebrates those in the Van Vechten Society – donors who designated the Library Foundation in their will and have since died. Ms. Tyler plans a dedication in 2019.
 - The year-end appeal will be mailed sometime before Thanksgiving.
 - At this time, half of all eligible children in Cedar Rapids have been enrolled in the DPIL program in less than one year. Projections anticipated 60% of eligible children would be enrolled in the first five years.
- F. Friends of the Library Report – Libby Slappey
- Ms. Schmidt reported for Ms. Slappey. The Friends are preparing for their annual large book sale at the Cherry Building. Volunteers are still welcome to assist with the sale.

Ms. Challenger joined the meeting at 4:19 pm.

- G. Service Spotlight: Operational Plan – Senior Management Team
- Ms. Mussman introduced the Operational Plan, which is a document that outlines year-by-year work for the strategic plan. To develop the plan, the Senior Management Team reviewed all the initiatives and divided them over three years to allow for logical work

flow as well as to maintain department workloads. The team created the first year calendar of initiatives, starting in January 2019 through June 2020, to visually show when tasks will be explored and executed.

- The managers explained the first year activities for the larger strategic initiatives: Literacy, Access, and Inclusion. A manager will provide project management for each initiative with Library staff assistance. The senior management team still needs to develop benchmarks and metrics to determine initiatives' success. The first year of the plan will start early – technically, it is slated to start July 2019 but the team wishes to start in January.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - **Action:** Janitorial Agreement
 - This action item is to reflect the approval of another year with FBG for janitorial services for the downtown and Ladd libraries. The original five-year contract called for annual renewals. The price will not change from the previous amendment, which added service on Sundays at the downtown library.
 - Ms. Schmidt did note that when the Opportunity Center opens, the Library will ask for another amendment due to increased volume of work. Ms. Schmidt also noted it is her hope that Opportunity Center partners will help pay for this additional fee.
- The motion to accept the janitorial agreement renewal, not to exceed the annual amount of \$132,456, carried with unanimous approval.*
 - Finances at this point of the year remain on track. Ms. Schmidt shared that in last year's budget the Library spent \$270 under the budgeted expenses.
 - Ms. Schmidt, Mr. Wilding, and Mr. Ramlo presented to the City Finance Committee about the library. This year, instead of a City Council liaison for our board, Library representatives attend a monthly meeting with their respective committee. We report to the City's Finance Committee and will present on the department twice a year.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - Mr. Twedt-Ball has nothing to report at this time. However, the committee will start monthly meetings and will bring discussion and policy recommendations starting at the December meeting.
- Advocacy Committee – Jade Hart, Committee Chair
 - Update
 - The committee met on Oct. 22. They discussed the American Library Association (ALA) course Ms. Mussman completed on advocacy and activism. The committee devised different ways to start advocacy efforts.
 - The strategies center on discussions with elected leaders at strategic times of the year. As these strategies unfold, trustees will receive further information on how they can help advocate.

I. Library Director's Report

- Ms. Schmidt is working on the FY20 budget. A recommendation for approval should be on the December agenda. A general discussion was held on whether the Library should ask for funding to restore Saturday hours at Ladd Library while also keeping the 8-9 am on Mondays through Thursdays.
- Ms. Schmidt will prepare a budget for the Finance Committee to review with the considerations of Ladd hours to best serve the community.

J. Old Business

- There being none, the meeting continued.

K. New Business

- Annual Report
 - Ms. Schmidt highlighted the FY18 Annual Report as presented in the packet. In particular, our overall visits, meeting room users, program attendees, and website users are higher than last fiscal year even with a reduced number of programs. Public computer sessions and public WiFi connections are also up. Overall circulation is down but we have an overall increase of digital materials.
 - The report is online and will be emailed as an eBlast. Printed versions will be used in conversations with major stakeholders, such as City Council members and community partners.
- Upcoming Reminders
 - Ms. Schmidt reminded everyone of the public launch of the new strategic plan on Friday, Nov. 9 at 8 am. Attendees will begin with networking from 8-8:30 am, a presentation from 8:30-9 am, and an opportunity to try out some of the Library's offerings, such as Virtual Reality, from 9-9:30 am.
 - All trustees are invited to attend the Library staff professional development day on Nov. 12. Email Ms. Musil if you plan to attend.
 - Ms. Schmidt asked the board if they would like to move the December meeting to the downtown Library, previously scheduled at Ladd Library. She'd like to meet at Ladd Library in January so trustees can tour the newly constructed Opportunity Center, slated for completion in mid-December. All trustees verbally agreed; calendar notices will be updated.

L. Adjournment

- There being no further business, the meeting adjourned at 5:06 pm

The next Board of Trustees meeting will be held on Thursday, Dec. 6, 2018, at 4 pm in Beems A at the Downtown Library.