

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**Nov. 7, 2019**

**Board members in attendance:** [Vice President] Jade Hart, Susie McDermott, Clint Twedt-Ball, Harriet Kalinsky, Hassan Selim, Randy Ramlo

**Board members unable to attend:** [President] Matthew Wilding, Mary Sharp, Monica Challenger

**Staff in attendance:** [Library Director] Dara Schmidt, Amber McNamara, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Link, Patrick Duggan, Jessica Musil

**Others:** Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation

- A. Call to Order
  - Ms. Hart called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes: Oct. 3, 2019
  - Mr. Selim 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. Foundation Report – Charity Tyler
  - Dolly Parton’s Imagination Library (DPIL) has enrolled 58% of eligible children in Cedar Rapids, which is 72% of the overall goal. The program has also graduated 1,170 children. Over 90,000 books have been mailed to the community’s children.
  - The Foundation, which just mailed out its bi-annual newsletter, hopes to drop the year-end appeal in the next two weeks.
  - Dec. 3 marks Giving Tuesday, which the Foundation will participate in again. In addition, they are restarting the I #LOVECRPL campaign, which invites the public to write love letters to the library, which will also be posted in the buildings.
- E. Friends of the Library Report – Libby Slappey
  - Ms. Slappey was unable to attend. Ms. Schmidt reported that the Friends had just concluded their large weekend sale.
- F. Library Board Committee Reports
  - Finance Committee – Randy Ramlo, Committee Chair
    - Finances look as expected for this time of year. As a reminder, most of the Library’s revenues are received around April.
    - **Action:** Janitorial Contract Amendment
      - This is the fourth year of our five year contract. FBG did not have a price increase; however, the Library asked for the company to provide quarterly carpet cleaning at both locations. The contract will increase by \$4,200 for Downtown and \$1,400 for Ladd.
      - The motion to accept the janitorial contract amendment in the amount of \$161,768 was carried with unanimous approval.*
  - Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
    - **Action:** 4.07 Philanthropic Naming Policy
      - This policy was revised in consultation with the Foundation. One key change is to allow the board to revisit naming as it deems necessary.

- **Action:** 5.00 Foundation and Friends of the Cedar Rapids Public Library
  - The policy was updated to recognize the Foundation, in addition to the Friends, as one of the Library's supporting organizations. Ms. Hart had a suggested wording change, which those present consented to change.
- **Action:** 5.02 Support Group Fundraising
  - This policy designates fundraising as being limited to the Foundation and Friends within the Library buildings. However, patrons can have fundraising in rooms under a private room reservation, in which the Library will also bill for use. Two formatting errors were discussed and will be changed.

*The motion to accept the policies as presented in the packet, with the word choice and formatting changes made, carried with unanimous approval.*

- Advocacy Committee – Jade Hart, Committee Chair
  - Meetings with City Council and Cedar Rapids Community School District candidates concluded this week with the election. Those who met with candidates felt the meetings were productive and informative.

#### G. Library Director's Report

- Ms. Schmidt presented the FY19 Annual Report, which highlights accomplishments in the past year for the three core initiatives of the strategic plan.
- Ms. Schmidt also discussed key data points:
  - Library visits increased over 2,000 even though a drop was anticipated due to construction downtown over the summer; however, restoring Sunday hours downtown has helped.
  - Meeting Room use has also decreased but the Library switched meeting room software which does not add internal programs into the statistic.
  - Program attendance is up by 11% even with approximately the same number of Library programs hosted.
  - Website usage increased significantly; this is attributed to patrons using the online catalogue (about 280,000 hits) within the Library buildings. Public computer sessions increased six percent and WiFi connections is up by one percent.
  - Overall circulation was up 12%. Of that, physical materials circulation is down 9% but digital materials increased 40%. Database uses increased 280% due to the addition of streaming videos and changes in how the State Library calculates use.
- In addition, the Library's final expenditures was about \$80,000 less than the previous year.

#### H. Board Education: Wholehearted Libraries – Dr. Michael Stephens

- Dr. Michael Stephens, author of *Wholehearted Librarians*, is a professor at San Jose State University. He was invited to the library as a speaker for the staff's Nov. 8 professional development day and this board meeting. Unfortunately, due to issues with his flight, he was unable to attend the meeting in person. Instead, he produced a video version of his presentation and it was shown to the board.
- The video explores how libraries can best serve the community in which it resides: as both a traditional library with traditional services but also a library which meets needs its respective community's needs creatively. Dr. Stephens provided many examples of non-traditional and creative service such as unique staffing (embedded social workers), materials (tool lending), access (unstaffed hours), and more. He explains that libraries and staff should serve their community with a whole-heart so everyone feels welcomed and can find their own place at the library, regardless of what that may look like.
- To truly serve our mission, a library must become a palace for the people, based on the people it serves.

- I. Old Business
  - There being no old business, the meeting continued.
- J. New Business
  - There being no old business, the meeting continued.
- K. Adjournment
  - There being no further business, the meeting adjourned at 5:01 pm

**The next Board of Trustees meeting will be held on Thursday, Dec. 5, 2019, at 4 pm in the Community Room at the Ladd Library.**