

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**Dec. 6, 2018**

**Board members in attendance:** [President] Matthew Wilding, [Vice President] Jade Hart, Mary Sharp, Clint Twedt-Ball

**Unable to attend:** Susie McDermott, Monica Challenger, Harriet Kalinsky, Hassan Selim, Randy Ramlo

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

**Others:** Theresa Lewis and Jean Kirby, community members.

- A. Call to Order
  - Mr. Wilding called the meeting to order at 4:02 pm. A quorum was not established. Two action items, the Consent Agenda and Resolution of Thanks, will be deferred to the Jan. 3 Board Meeting.
- B. Public Comments and Communications
  - There being none, the meeting continued.
- C. Foundation Report – Charity Tyler
  - Ms. Schmidt reported for Ms. Tyler. As of Dec. 5, we have 4,298 children enrolled in the Dolly Parton Imagination Library (DPIL) with 421 graduates.
  - Ms. Tyler is planning a reception in June to officially commemorate the new Van Vechten Society donor wall.
- D. Friends of the Library Report – Libby Slappey
  - Ms. Schmidt reported for Ms. Slappey. The Friends have recently engaged Fusion Farm to help with marketing efforts. The materials will target potential new volunteers and used book buyers.

Ms. Sharp joined the meeting at 4:05 pm.

- E. Service Spotlight: Reality Bites Series – Mary Beth McGuire and Victoria Fernandez
  - The Reality Bites series looks to educate and analyze large hot-button topics. Participants are given an opportunity to learn more and engage in discussion regarding the topics. So far, Ms. McGuire and Ms. Fernandez have held sessions on race, immigration, mental health, and politics. The newest topic will be on the #MeToo movement.
- F. Library Board Committee Reports
  - Finance Committee – Randy Ramlo, Committee Chair
    - Ms. Schmidt reported for Mr. Ramlo. All financial reports are normal so far for this time of year.
    - The proposed FY20 budget will be discussed at the January meeting.
  - Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
    - The board packet includes three policies: Library Bill of Rights, Freedom to Read, and Freedom to View. Mr. Twedt-Ball noted that the policies will be discussed in greater detail at the January meeting.
  - Advocacy Committee – Jade Hart, Committee Chair
    - Update
      - Trustees now have their assignments to meet with City Council members to discuss the FY20 budget and what the library is doing. The conversations aren't necessarily about the budget. Trustees received their

packets, which included the annual report, new strategic plan, the latest *OPEN+*, and Who We Are document along with talking points.

#### G. Library Director's Report

- The Library will have a Winter Reading Program starting in January. Participants are encouraged to read 300 minutes to earn a color changing cup or mug.
- Ms. Schmidt provided an overview of the work to be completed for year one of the strategic plan. Incorporate Ready 10 is a literacy goal, which will start Jan. 5 with a kickoff with the Reading into Success partners. A staff committee will develop ways to incorporate this work into the library, working under the direction of Mr. Delecki and a set of parameters to align with the overall strategic plan. The next initiative, Create a Pathway to Patron Discovery, will start in March with data analysis. Examining the Fines and Fees work will start in June to examine data and other library best practices to determine if our current fines and fees policy removes barriers to access prior to recommendations to the board.
- We received a report for our participation in the Foods for Fines in November. Ladd Library collected 2,007 pounds of food, an equivalent of 1,672.5 meals; Downtown collected 2,787 pounds of food, an equivalent of 2,322.5 meals. For each food item, patrons could "pay" \$1 in fines and all food items were collected to benefit HACAP Food Pantry. We participated with the Metro Library Network for a total of 11,158 pounds of food, which is approximately 9,298.33 meals.
- Ms. Schmidt shared the schedule for January to June for local individuals and/or organizations to formally thank on behalf of the Board of Trustees in recognition for their commitment to our community. The board requested that in January they vote on the full list instead of individually each month.
- Library staff participated in the City's annual employee satisfaction survey. Department heads were given results so they can determine if work needs to be done in their respective area. Ms. Schmidt anticipates the City will revise questions for the upcoming survey. Library participation was 52% compared to 33% of all City employees. Overall, the Library had 11 questions that scored over 90%, whereas the City had three. My manager strongly encourages staff to provide good customer service showed a 100% positive response for library staff. 98% of respondents believe their department director obeys laws and regulations. 95% of respondents feel they are expected to make decisions and solve problems daily. 95% feel the people they work with cooperate and work as a team. 93% of respondents feel like they understand the City's and the Library's vision. 93% feel their supervisor cares about them as a person. 90% of respondents feel the department director has high standards and ethics. The survey also identified several areas of concern. 24% of respondents feel it is a unsafe workplace. We need to understand what safety means to staff so we can address the underlying concerns. 24% of staff feel the City as an organization does not care about them as a person. 22% of participants feel they do not receive information about how the department is doing. 20% of respondents feel their supervisors do not encourage them to develop job skills and attend training to advance in their career. Ms. Schmidt has set aside time for staff to talk to her about their feelings and how we can improve in these areas.
- We had our most recent All Staff Professional Development Day in November. Ms. Schmidt surveyed the staff to determine the value of the day. The theme was Library 101 so the different departments could showcase their work through interactive lessons, such as experimenting with Ozobots and an Escape Room. We had 40 responses of about 70 participants with 100% positive response on the day overall. 100% of respondents felt they learned something. Staff also provided input on what they want to learn more about at the next professional development day in May. Ms. Schmidt received many positive responses about the day and format.

- As a part of the professional development day, we showed a custom staff appreciation video and gave everyone a gift. The trustees viewed the video and were given the same gift staff received.
- H. Old Business
- There being none, the meeting continued.
- I. New Business
- There being none, the meeting continued
- J. Adjournment
- There being no further business, the meeting adjourned at 4:51 pm

**The next Board of Trustees meeting will be held on Thursday, Jan. 3, 2019, at 4 pm in the Community Room at Ladd Library.**