

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**December 7, 2017**

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

**Board members unable to attend:** Susie McDermott, Hassan Selim, Randy Ramlo

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

**Others:** Charity Tyler, Executive Director of the CPRL Foundation; Ralph Russell, City Council Member

- A. Call to Order
  - Ms. Kalinsky called the meeting to order at 4:03 pm.
- B. Consent Agenda – Action
  - Minutes: Nov. 2, 2017
  - Ms. Livengood motioned to accept the consent agenda. Mr. Wilding seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Foundation Report – Charity Tyler
  - The year-end appeal has gone out; it includes an option to support the Dolly Parton Imagination Library (DPIL), which a few donors have opted to do for their gifts. Ms. Tyler remains in contact with donors regarding the funding of the DPIL project.
  - Funding, received and pledged, has almost met a threshold set by the Foundation Board so the DPIL project will become operational. A soft launch, no promotions but we can sign-up community children, is anticipated for January 2018. A public launch is possible for April in conjunction with One2Read with author Matt de la Peña, who has a book in DPIL's distribution.

Ms. Sharp joined the meeting at 4:09 pm.

- Mercy Medical Center has committed to purchasing the first book for every eligible child born in their hospital. Ms. Tyler continues discussion with UnityPoint St. Luke's.
- E. Service Spotlight: Ladd Library Updates – Stephanie Hall
    - Ladd Library continues to see growth. Patrons are enjoying the new floating collection – a patron driven system that allows books returned at a respective location to stay there. Programs continue to expand and attendance numbers are increasing; for example, this year's Halloween party welcomed over 400 people in two hours.
    - Staff report an increase in assistance with computers. Patrons use computers for resumes, job searches, basic computer knowledge, and Internet access.
    - Ms. Hall shared stories about patrons' experiences with the library and the relationships staff share with patrons. Staff and patrons alike enjoy having dedicated staff at the branch location, which has improved relationship building opportunities.
  - F. **Action:** Resolution in thanks of Ralph Russell
    - The motion to accept the resolution of thanks carried with unanimous approval.*
    - The Library recognized Ralph Russell. Mr. Russell has served as a city council member and as liaison between the Library board and council. He has helped the library through challenges by asking questions and bringing a different perspectives.

G. Friends of the Library Report – Libby Slappey

- Ms. Slappey was unable to attend; the meeting continued.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair

- **Action:** FY19 Budget

- Ms. Schmidt prepared a flat budget to retain current services, hours, and staffing levels for FY19. The largest expense is personnel – the organizational chart remains the same – but expenses are a bit higher to maintain wage increases. Fines revenue are down but overall revenues are up regardless of the fines decrease. We did not make a policy change that would increase revenues. Instead, we have tightened up our Metro Library Network (MLN) billing to better meet reality. Ms. Schmidt believes that fines revenue and circulation have decreased due to reduced hours and access. It's also possible fines revenue is down because the MLN directors made a decision not to block computer users if they had fines for materials. In addition, usage of eContent, such as eBooks and audiobooks, have increased and they do not generate fines – materials are automatically returned at the end of the loan period. Building Rental revenue is also down. Ms. Mussman attributes this to a stabilization: we are no longer the newest event location in Cedar Rapids; in addition, we did reduce hours and increase rental fees.
- Ms. Sharp asked when should trustees ask for increased funding to restore Library hours? Ms. Schmidt shared that the Advocacy Committee will start discussions on this but it has been her understanding from trustees and City Leadership to wait until the FY20 budget. The Library would need to request an additional \$350,000 to restore hours. The trustees held a discussion on FY19 budget strategy.
- Mr. Russell encouraged the trustees to wait for FY20 so the Library can develop reasoning and messaging to talk to City Leaders well ahead of an increased budget proposal.
- Ms. Schmidt wants to develop an intentional approach to requesting increased funding – with the City and the County. The Advocacy Committee will set the calendar and goals in calendar year 2018 at their next meeting.
- Mr. Twedt-Ball would like to allow the new City Mayor and council members time to consider the Library's budget and contributions to the community prior to asking them to increasing the budget.
- Mr. Wilding also noted that the proposed budget is aligned with the current strategic plan. The Library is preparing for a new strategic plan in 2018, which could influence a different budget in 2020.

*Mr. Twedt-Ball motion to accept the FY19 Budget. Ms. Hart seconded. The motion carried with unanimous approval.*

- Personnel and Policy Committee – Hilery Livengood, Committee Chair
  - There is nothing to report.
- Advocacy Committee – Jade Hart, Committee Chair
  - The committee will meet on Dec. 21 to discuss advocacy efforts and talking points for 2018. More information will be forthcoming.

I. Library Director's Report

- In the last month of the year, we have 104 businesses, clubs, and/or organizations registered to participate in Take on Literacy – we are 16 short of our goal. Ms. Schmidt

encouraged everyone to continue making connections. Kennedy High School students are developing a plan to increase local literacy through their Cougar Corners project.

- On Sunday, Dec. 10, Ms. Schmidt will join one of 16 library directors from across the country in Washington, DC. She was invited to participate in a two day discussion hosted by Urban Libraries Council on Libraries as Entrepreneurial Hubs.
- In January, Ms. Schmidt will participate in a public speaking forum with Dardis Communication in Des Moines.

J. Old Business

- There being none, the meeting continued.

K. New Business

- **Action:** Café Renewal Agreement
  - The first one-year term of the café agreement with SWRV, LLC, doing business as Greyhound Café, will expire in January. Ms. Schmidt recommended that the board approve a second one-year term as outlined in the agreement, which expires in January 2019. The agreement specified an initial two-year term with three one-year terms with the full agreement ending in 2020. Ahead of the full agreement's expiration, Ms. Schmidt plans to have discussions with the café and Finance Committee on a new agreement.

*Ms. Sharp motioned to accept a renewal the Café Agreement for January 2018-19. Mr. Wilding seconded. The motion carried with unanimous approval.*

- Ms. Kalinsky shared an email she received from a community member. The email expressed thanks for Library staff Amber Mussman and Tess Anderson for their assistance with a community group who used the Library for an event.

L. Adjournment

- There being no further business, the meeting adjourned at 5:15 pm

**The next Board of Trustees meeting will be held on Thursday, Jan. 4, 2018, at 4 pm in the Conference Room at the Downtown Library.**