

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Feb. 2, 2017

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

Board members unable to attend: Joe Lock, Hilery Livengood, Susie McDermott

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Erin Horst, Hollie Trenary, Kevin Delecki, Patrick Duggan, Lisa Miles, Will O'Hearn, Jessica Link, Jessica Musil

Others: Charity Tyler, Executive Director of the CPRL Foundation; Amy Becker, Family Connections Library; Ron Corbett, Mayor, City of Cedar Rapids

- A. Call to Order
 - Ms. Kalinsky called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: Jan. 5, 2017

Mr. Ramlo motioned to approve the consent agenda. Ms. Hart seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of Mayor Corbett
 - The Library recognized and thanked Mayor Corbett for his service and dedication to the citizens of Cedar Rapids through his support and passion for the Cedar Rapids Public Library. Mayor Corbett was presented with a certificate.

The motion to accept the resolution in thanks of Mayor Corbett carried with unanimous approval.
- E. Foundation Report – Charity Tyler
 - Over 120 people attended the private Foundation celebration of the Library's 120th birthday. Guests were able to experiment with virtual reality and other technology that teens use at the Library. In addition, over 30 video stories were captured.
 - Ms. Tyler is working on an upcoming appeal centered on literacy.
- F. Friends of the Library Report – Cindy Monroe
 - Neither Ms. Monroe nor a Friends representative was able to attend.
 - Ms. Schmidt reported that she and Ms. Monroe met to discuss FY18 requests. The Friends have committed to support the upcoming One 2 Read program.
- G. Service Spotlight: FY17 Strategic Plan Update
 - Ms. Schmidt and Library managers, Amber Mussman, Hollie Trenary, Erin Horst and Kevin Delecki, reported progress on the annual strategic plan goals; highlights are noted below.
 - The Library is working with community partners to be facilitators. Staff will use their expertise to help agencies and partners as well as be part of the conversation.
 - WiFi hotspot circulation is close to rollout- the team is working on the final logistics to ensure minimal issues.
 - The Holds and Positive Patron Service Experience work groups are concluding their work with consultant John Huber. In addition, staff are being trained in de-escalation and crisis through Mental Health First Aid training.
 - Mr. Delecki is developing a matrix to assess current and future partnership opportunities, ensuring the programs and/or partnership goals align with the Library's overall strategic plan and goals. In addition, he is working on an assessment to ensure continued quality.

All goals related to programs, Family Connections programs, coding and STEAM Saturdays, are on target.

- Ms. Horst is looking to expand the Spark Kit circulation – kits are circulating steadily. Her team is also developing ways to decrease circulation between the downtown and Ladd library locations. A strategy will be to incorporate a floating collection, allowing each buildings' collections to reflect the checkouts.
- The Reader, a monthly publication for preschool and elementary age children, continues circulation in select *Gazette* subscriber homes and local schools. In the future, staff will look at circulation impacts on the subjects and titles recommended in the publication. A RFP was released for a video project partner. The content will target parents and caregivers with a series of intentional content about literacy and library services.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - There being no discussion or action items, the meeting continued.
- Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - There being no discussion or action items, the meeting continued. A meeting is scheduled for early March.
- Advocacy Committee – Jade Hart, Committee Chair
 - There is nothing to report at the time. The committee plans to meet in February.

I. Library Director's Report

- Ms. Schmidt shared result highlights from the Edge Survey, which evaluates public access technology services and resources. In particular, while we are on par or above peer libraries in most areas, we are deficient in our bandwidth capacity. Ms. Schmidt will use the data to help drive change in FY18.
- Ms. Schmidt read through the executive summary of an analysis of factors influencing local official's responses in surveys from the International City/County Management Association, Aspen Institute and Public Library Association. She felt that most of the information could describe Cedar Rapids, such as that respondents felt libraries play a role in providing Internet access and digital literacy, and how the library is funded. One key difference is that the City sees technology access as a higher priority than the surveys suggest for other communities.
- The Library's budget will be presented at a City Council budget presentation next week. Ms. Schmidt feels positive that the request will be affirmed.
- In an effort to improve technology access in the community, we are connecting with partners to offer dedicated access through public computers. For example, the Library is exploring options to supply computers to the Willis Dady Emergency Shelter and Jane Body Community House. This is the first initiative under a new program called Library Everywhere.

J. Old Business

- There being none, the meeting continued.

K. New Business

- **Action:** Memorandum of Understanding – Metro Library Network.
 - The MOU defines the partner libraries' relationship and sets parameters to maintain similar service models for patrons including the database and collection.
 - The MOU is effective as long as the SIRSI Dynic contract, which adds financial responsibility behind the MOU. There is room for addendums for the libraries' shared cost as fees can change annually.
 - The agreement will go to the respective boards at Marion and Hiawatha public libraries for approval.

The motion to accept the Memorandum of Understanding with the Metro Library Network partner libraries carried with unanimous approval.

L. Adjournment

- There being no further business, the meeting adjourned at 4:58 pm

The next Board of Trustees meeting will be held on Thursday, March 2, 2017, at 4 pm in the Community Room at the Ladd Library.