

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
February 3, 2022

Board members in attendance: Matt Wilding (in person); Monica Challenger, Hassan Selim, Jeremy Elges, Mary Sharp, and Rafael Jacobo (all via Zoom)

Unable to attend: [President] Jade Hart, [Vice President] Clint Twedt-Ball, Susie McDermott

Staff in attendance: [Library Director] Dara Schmidt and Jessica Musil (in person); Patrick Duggan, Amber McNamara, Jessica Link, Todd Simonson, Trevor Hanel, and Sarah Voels (all via Zoom)

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library (via Zoom)

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4:01 pm.
- B. Public Comments and Communications
 - There being none, the meeting continued
- C. Foundation Report – Charity Tyler
 - The Foundation has remained busy with donor recognition activities. Ms. Tyler felt they had a successful end of year campaign.
 - Stay Home and Read a Book Ball will take place later this month. Mailings, in an Alice in Wonderland theme, were recently sent. In addition, the Foundation has other upcoming fundraising opportunities including a Mothers’ Day campaign and Literary Vines in April as well as a special sale for the 125th anniversary.
 - Dolly Parton’s Imagination Library (DPIIL) launched a marketing campaign for enrollment through social media and a commercial. January 2022 was the fifth highest month ever for new enrollments. Coralville and Lisbon recently launched their DPIIL programs; more children are being served across the state.

Mr. Selim and Ms. Challenger joined the meeting at 4:04 pm. Quorum was established.

- D. Consent Agenda – **Action**
 - Minutes: January 6, 2022

Ms. Sharp motioned to accept the consent agenda. Ms. Challenger seconded. The motion carried with unanimous approval.
- E. Friends of the Library Report – Libby Slappey
 - Friends will host two sales this month including a Saturday sale in the Downtown Commons and the first dollar day sale in the Cherry Building. This special sale, on Saturday, February 12, will sell items for one dollar.
 - Ms. Slappey shared her thanks to *The Gazette*. The Friends were part of a story about donating used books to the libraries. She is hopeful that story will help the public understand which books are suitable for donation.
- F. Library Board Committee Reports
 - Finance Committee – Monica Challenger
 - Ms. Challenger reviewed the December 2021 financials. We are halfway through the fiscal year with 49% of our expenditures spent and 46% of expected revenue received. At the last meeting, trustees approved the Linn County contract for library services. This revenue is not yet reflected but once received it will even out revenues and expenses.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - State Library of Iowa, Trustees Handbook Discussion: Chapter 4
 - Ms. Schmidt reported for Ms. McDermott. This chapter pertains to hiring a library director, which is one of the board’s main responsibilities. The City does not have control or power for hire or termination of a director. The chapter is a resource for hiring as is the State Library of Iowa.
 - **Action:** Policy Review. The trustees reviewed the following policies.
 - 1.05 Statement on Labeling. The committee recommends reaffirming this policy. It is our promise not to designate or label materials.
 - 1.05a Labels and Rating Systems. This is a supplement of Policy 1.05, going into detail. No changes were made. Ms. Sharp asked about movie ratings. The rating is clearly visible on the movie case, which is a suggestion from the association body. We don’t modify the DVD cover, same as any book, and allow all materials to stand as published.
 - 4.01 Meeting Rooms. This policy was updated to better reflect current practices. For example, it now specifies users must follow the Behavior Policy, and notes room use is unless otherwise noted. Mr. Wilding asked for a reminder on how prices were set. Every four years, we review rates. It is mostly set to recoup the cost of staff time, and won’t subsidize a private event. Ms. Sharp asked where alcohol use is addressed. This is covered under a separate policy. Alcohol use requires board approval.

The policy changes, as noted in the packet, were approved unanimously.

- Advocacy Committee – Mary Sharp, Committee Chair
 - Ms. Sharp reminded trustees to complete executive interviews. The sign-up sheet and talking points will be emailed again. The interview, which lasts about 30 minutes, is a great chance to provide advocacy. Any questions can be sent to Ms. Schmidt and Ms. McNamara.
- Westside Project Committee – Clint Twedt-Ball, Committee Chair
 - Ms. Schmidt reported. The Library has applied for Linn County APRA funds to aid in this project. We are in a holding pattern while we await the response.

G. Library Director’s Report

- The City is finalizing details on the first budget meeting. They plan to host a very limited hybrid meeting due to COVID and requested that they present the Library budget as part of the overall City budget. Ms. Schmidt agreed instead of doing a separate presentation. The City Council members will receive a general update; however, with this change in process, Ms. Schmidt impressed that it’s important to update council members during advocacy meetings.

H. Old Business

- There being no old business, the meeting continued.

I. New Business

- There being no new business, the meeting continued.

J. **Closed Session:** Iowa Code §20.17(3). Union Contract Discussion

- Mr. Wilding read aloud the Iowa Code pertaining to the reason for going into closed session.

Ms. Challenger motioned to enter closed session. Mr. Selim seconded. The motion was carried with unanimous approval following a roll call.

- The roll call was taken of those present in the closed session: Mary Sharp, Hassan Selim, Rafael Jacobo, Jeremy Elges, Monica Challenger, and Matthew Wilding; Ms. Schmidt and Ms. Musil remained, all others departed. The board went into closed session at 4:31 pm.
- The meeting resumed in open session at 4:57 pm.
- **Action:** Approve Contract with CWA Local 7101

Ms. Challenger motioned to accept the contract with CWA Local 7101 for July 1, 2022-June 30, 2026. Ms. Sharp seconded. The motion carried with unanimous approval.

K. Adjournment

- There being no further business, the meeting adjourned at 4:59 pm

The next Board of Trustees meeting will be held on Thursday, March 3, 2022, at 4 pm in the Conference Room, Downtown Library