

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**Feb. 6, 2020**

**Board members in attendance:** [President] Matthew Wilding, [Vice President] Jade Hart, Clint Twedt-Ball, Harriet Kalinsky, Hassan Selim (via phone), Monica Challenger, Randy Ramlo

**Board members unable to attend:** Mary Sharp, Susie McDermott

**Staff in attendance:** [Library Director] Dara Schmidt, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Musil, Victoria Fernandez

**Others:** Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library

- A. Call to Order
  - Mr. Wilding called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes: Jan. 2, 2020

*Ms. Kalinsky motioned to accept the consent agenda. Ms. Hart seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Foundation Report – Charity Tyler
  - The Foundation will celebrate the 100,000<sup>th</sup> book delivery for the Dolly Patron’s Imagination Library (DPIL) program on Feb. 19. An 18-month old child and his mother consented to be part of the celebration. Ms. Tyler will invite trustees to attend.
  - At the end of January, DPIL has 5,425 children enrolled. The program is maintaining about 5,300 kids and 90 graduates per month.
  - The Foundation will host a screening of *The Library Dolly Built* on April 2, which aligns with the national launch and screening. This event will be a donor exclusive to watch the documentary, which explores the history and impact of DPIL.
  - The Foundation is planning several other events in the next several months: Literary Vines on May 2 and Van Vechten Society brunch on June 6.
  - Ms. Tyler announced that she is President Elect for United for Libraries, a division of American Library Association (ALA). United for Libraries is an association for Library Trustees, Advocates, Friends, and Foundations.
- E. Friends of the Library Report – Libby Slappey
  - Ms. Slappey showed off new Friends book bags. These new bags were sponsored by Green State Credit Union so all sales proceeds directly benefit the Friends.
  - The organization has new board members including a Treasurer.
  - Last month, the Friends had their strategic planning meeting. One area of concern is how to manage inventory as book sales can’t effectively reduce inventory.
- F. Board Education – Dara Schmidt and Jessica Musil
  - Library Accreditation.
    - The Library is submitting its accreditation, which occurs every three years, to the State Library of Iowa. Accreditation demonstrates how a library provides service to its community. The accreditation packet explores a variety of questions related to governance, management, personnel, collections, access to physical and virtual spaces, programming and community relations, and the library facility.

- Our Library strives to be accredited at the Tier 3 level, which is the highest ranking. While tier levels do not impact funding general state funding, accredited libraries do receive Open Access funding through the state.
- The accreditation requirements were updated and this is our first accreditation with the new standards. There is more of an emphasis on peer networking with trustees and directors in the library's service county. In addition, they are bringing more awareness to accessibility.
- Each library now has to complete and review with its board at least one ADA checklist priority: approach and entrance, access to goods and services, toilet rooms, and additional access, such as drinking fountains. Libraries are not required to make changes
- The Library completed Approach and Entrance, specifically looking at the Downtown Library's access from the 5<sup>th</sup> Avenue parking lot. The document outlines where the Library is ADA compliant but also has issues with accessibility.
- ADA
  - While there are known ADA issues, the Library is now scheduled to update both facilities for ADA compliance. The City settled with the Department of Justice in 2015 to update City owned facilities, parks, and sidewalks to improve access for the community. Ladd and Downtown libraries' work is scheduled to start in February and conclude by the end of June.
  - It is the contractor's priority to ensure safe access so we can continue to remain open. The City Facilities department will manage the project and verify that ADA repairs are done correctly as soon as possible after work is completed. This will prevent a correction period at the project's conclusion.

#### G. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - Mr. Ramlo noted that the Library's FY20 budget is on track.
  - In addition, Ms. Schmidt will present the Library's FY21 budget request at the City's budget hearing tonight. Trustees are welcome to attend.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** 4.01 Meeting Room Policy
    - The committee recommends changing the requirement of adults over 18 being present in meeting rooms to adults over 18 must book the rooms. The committee felt the previous policy is contrary to the Unattended Children policy, which allows those 10 and up alone in the Library, but then a separate policy would exclude children from using meeting rooms.
    - The committee also added a new clause requires all postings and signage to be inside the room. This will help the library remain open and welcoming to all.

*The motion to accept the Meeting Room Policy as presented in the packet carried with unanimous approval.*

- The board discussed the procedure for cleaning meeting rooms after use. Users agree to clean up any messes when reserving the rooms. For egregious issues, we can charge a cleaning fee. We have cleaning supplies on hand and the overnight cleaning crew also cleans the rooms.
- Advocacy Committee – Jade Hart, Committee Chair
  - Ms. Hart noted that she and Ms. Schmidt received good feedback from the City Council and trustees meetings regarding the Library. City leaders appreciated the opportunity to meet with trustees.

#### H. Library Director's Report

- The Library's pilot project with the Linn County Department of Public Health continues to go well. The service navigator meets with many people at the library as well as tracking contacts, holding a case load, and providing service referrals.
  - The Library is sending 10 people including Ms. Hart to the Public Library Association (PLA) conference in Nashville later this month. Ms. Schmidt will stand for the PLA board during the conference with a table in the Exhibit Hall.
  - Ms. Kalinsky asked about the hours change for the café. The hours reduction is a pilot for the winter months, which is a typically slow period for them. Ms. Schmidt will discuss hours with the café in April and bring discussion of any permanent changes to the Finance Committee.
- I. Old Business
- There being no old business, the meeting continued.
- J. New Business
- There being no new business, the meeting continued.
- K. Adjournment
- There being no further business, the meeting adjourned at 4:50 pm

**The next Board of Trustees meeting will be held on Thursday, March 5, 2020, at 4 pm in the Community Room at the Ladd Library.**