

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
March 1, 2018

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

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

Others: Charity Tyler, Executive Director of the CPRL Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Jan Frischkorn; Deborah Schroeder

- A. Call to Order
 - Ms. Kalinsky called the meeting to order at 4 pm.
- B. Consent Agenda – Action
 - Minutes: Feb. 1, 2018
 - Special Event Application

The motion to accept the consent agenda carried with unanimous approval.

Mr. Twedt-Ball joined the meeting at 4:02 pm.

- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Resolution in thanks of Jan Frischkorn and Deborah Schroeder

The motion to accept the resolution carried with unanimous approval.

 - The board thanked Ms. Frischkorn and Ms. Schroeder for their devoted support of the Friends of Cedar Rapids Public Library and the Library. The two women have been instrumental to the organization of Basement Books at the Cherry Building and overseeing the sorting center at the downtown library.
- E. Foundation Report – Charity Tyler
 - Dolly Parton Imagination Library (DPIL) was announced in the Library's Spring 2018 edition of *OPEN+*. All proceeds from the Book Ball are designated to DPIL. Ms. Tyler has received more corporate donations for the project. Ms. Tyler will present the project to 1 Million Cups. DPIL recently gave its 100 millionth book since the non-profit opened.
 - Ms. Tyler, in conjunction with the Library, is developing a marketing plan to advertise the DPIL program in Cedar Rapids. They plan a series of guest columns in *The Gazette* to promote the program and literacy. In addition, they will have a full ad spread and registration forms in *The Reader*.
 - With assistance from Ms. McDermott and Mindy Sorg from OPN, Ms. Tyler is looking to create a permanent donor wall, separate from the Library 3.0 Campaign donor wall, at the downtown library. They are in the process of getting concepts to show the board at a later date.
- F. Friends of the Library Report – Libby Slappey
 - The Friends are excited to have a special Saturday Sale at the second annual Community Cultural Celebration and Expo on Saturday, Mar. 3.
- G. Service Spotlight: Kanopy – Erin Horst
 - Ms. Horst provided a demonstration of Kanopy – the new video streaming service offered by the Library.
 - Kanopy provides data reporting tools. Patrons tend to watch Great Courses series, mostly on PCs. Over 700 videos were streamed in January. The service is offered to Cedar Rapids

and Marion library card holders; Hiawatha will add the service as well. The videos are all on-demand so there is no waiting/holds to view content.

- The fee is based on usage – about \$2 per use. Cost projections are on target for a community our size. However, we can change parameters to manage cost. This has not impacted the circulation of our physical video collection at the libraries. In fact, now that items have been removed from the Media Boxes, those items have significantly increased their circulation. The Media Box was down about 50% of the time and items now have more visibility and better access.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - Ms. Schmidt noted that the City Council will certify the Library's budget at an upcoming meeting. The Council discussed increasing the Library's budget. She has had multiple conversations with City leaders. She will help provide information and direction to the board when the budget certifies.
- Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - Ms. Livengood noted that the committee is starting the annual director evaluation process. More information will be forthcoming.
- Advocacy Committee – Jade Hart, Committee Chair
 - Ms. Hart thanked everyone for their assistance with executive interviews for the strategic planning process.

I. Library Director's Report

- Ms. Schmidt noted that KCRG will run a story that evening debunking a bed bug infestation rumor at the downtown library. She noted that two bugs were found in a chair. The chair was immediately removed and cleaned. A bed bug detecting dog checked the rest of the building and confirmed it was an isolated incident. The Library takes all reports of bed bugs seriously and has quarterly checks from Orkin's bed bug dog.
- The Opportunity Center at Ladd Library, formerly the Center for Working Families, continues to move forward. The Library plans to submit a grant to the Hall-Perrine Foundation to complete the Ladd Library's warehouse build-out; this is Phase 2 of the project. The Library will assume responsibility of applying for the grant. If successful, the Library will work with City Facilities to put the project out for bid. Ms. Schmidt also reviewed the final Memorandum of Understanding (MOU) between the Library, Kirkwood Community College, and United Way of East Central Iowa (UWECI). The Library will support the project as the physical location and UWECI will staff it. The MOU is for three years. As the project develops, the Opportunity Center will be evaluated and it may outgrow the space. If the grant is approved (we'll know at the end of April), we anticipate opening the Opportunity Center in the fall.
- Ms. Schmidt is going to a training in Des Moines the first week of March. The second week, she'll be out of the office on vacation. During the third week, she will be with seven others representing the Library at the Public Library Association Conference in Philadelphia.

J. Old Business

- Strategic Planning Update
 - Ms. Schmidt is finalizing the All Staff Day agenda on March 30. The goal is to lead staff and trustees through exercises that ultimately result in three to five strategic planning initiatives. Participants will also give suggestions for updated Mission, Vision, and Value statements. Ms. Schmidt wishes to bring the strategic initiatives to the April 5 board meeting.

K. New Business

- **Action:** Ladd Renovation Approval and Payment – cost not to exceed \$99,860 to be spent out of pending grant fund balance for the improvements at Ladd Library work completed by bid.

Mr. Wilding moved to accept the approval and payment for \$99,860 to improve Ladd Library pending grant funding. Ms. McDermott accepted. The motion carried with unanimous approval.

L. Adjournment

- There being no further business, the meeting adjourned at 5:10 pm

The next Board of Trustees meeting will be held on Thursday, April 5, 2018, at 4 pm in the Conference Room at the Downtown Library.