

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
March 5, 2020

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

Board members unable to attend: Randy Ramlo, Monica Challenger, Hassan Selim

Staff in attendance: [Library Director] Dara Schmidt, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Musil, Patrick Duggan, Amber McNamara, Mary Beth McGuire

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: Feb. 6, 2020
 - Special Event Application

The motion to accept the consent agenda carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Foundation Report – Charity Tyler
 - The Foundation will host a special screening of the documentary *The Library Dolly Built* for donors on April 2. Marcus Theatres will also show it with fifty percent of the first night's proceeds to Dolly Parton's Imagination Library (DPIL).
 - The Foundation is planning other upcoming donor events: Literary Vines on May 2 and Van Vechten Society brunch on June 6. The brunch will also commemorate five new bricks for the Van Vechten donor wall.
 - Ms. Tyler traveled to Nashville for the Public Library Association (PLA) conference at the end of February. She is officially the chair-elect for the United for Libraries board. Ms. Tyler will attend the International Public Library Fundraising conference in Austin, TX, with Amber McNamara this June.
- E. Friends of the Library Report – Libby Slappey
 - The Friends will host a weekend sale May 8-10 to coincide with the Planned Parenthood book sale in Des Moines. Saturday Basement Book sales continue.
 - The board is considering how to balance efforts for the Friends volunteers' time and amount of money earned.
 - Ms. Schmidt noted book nook sales at the libraries have increased since the Library has offered credit card purchases.
- F. Board Education: Strategic Plan Update – Amber McNamara
 - Ms. McNamara provided an update on the strategic plan initiative: Develop library marketing campaigns, programs, and services to promote understand, acceptance, inclusion, and diversity.
 - One way the Library has impacted this initiative is through programming, specifically the Community Cultural Celebration and Expo on March 7. We can welcome all, facilitate interactions, and celebrate local culture. This expo, now in its fourth year, showcases the cultures in the community. The 30+ exhibitors may display art or other artifacts, play music, or present a virtual reality experience. This event is done in partnership with the City of Cedar Rapids Civil Rights team.

- The City of Cedar Rapids and Economic Alliance are now exploring the impacts of immigrant populations on the local economy. This is part of a City Gateway for Growth Vision grant. The Library will be involved to assist, specifically looking at Welcoming Week, which is part of the national Welcoming America initiative.

G. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - Ms. Schmidt reported for Mr. Ramlo. The Library's current finances are on track. There is an overage in computer software and future adjustments in the IT line items may be made to remain within the overall budget. The Library may ask for a budget amendment for electricity, which is already 74% spent through 60% of the fiscal year. This is due to Alliant Energy rate increases.
 - **Action:** Contract for Library Services FY20
 - As a reminder, this Linn County contract is based off of FY19 usage numbers and is split between the county libraries. The contract pays for unincorporated county residents' service at the Library. Ms. Schmidt anticipates an increase next year as the Library increased hours.
Ms. Hart motioned to accept the Linn County contract for Library services for FY20 in the amount of \$78,436.98. Mr. Twedt-Ball seconded. The motion carried with unanimous approval.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - Mr. Twedt-Ball reported that the Personnel and Policy committee is preparing for the annual Library Director's performance evaluation. He read through the highlights of the review process. In addition, he noted that the committee is reviewing the evaluation tool and will consider changes to implement at next year's review.
- Advocacy Committee – Jade Hart, Committee Chair
 - There being no report, the meeting continued.

H. Library Director's Report

- The Library has completed the State Library of Iowa's Accreditation process. We are now re-accredited at Tier 3 for another three years.
- Ms. Schmidt noted that she may bring new policies to the Personnel and Policy Committee. She is reviewing any missing policies; for example, many libraries have policies related to programming.
- The Library has developed a Pandemic/Communicable Illness response plan in response to COVID-19's spread. This policy, which was derived from multiple libraries' policies, outlines how to promote safety for patrons and staff, and establishes a chain of command within a Pandemic Response Team. The City has developed an incident response group, which Ms. Schmidt will join, if the group is called to start. Ms. Schmidt will share this preliminary plan with staff. Our response will also be at the direction of the Iowa Department of Public Health and the City. The policy is part of a larger Continuity of Service plan, which also includes flood, electrical outage, and severe weather.
- The Library has a high number of 19-hour non-benefitted public service staff. Ms. Schmidt planned to increase benefitted positions in the next two years. She is happy to report that with some recent staffing changes, she has been able to convert a few part-time positions into two full-time positions.
- The Greene Square Team, a multi-partner team that developed the Downtown Ambassadors program, has started meeting again to discuss and prepare for this upcoming summer.
- The Library is preparing to assist with the 2020 Census. This census has an increased focus of completing the form online and libraries nationwide are taking a role. We plan to

deploy laptops and WiFi hotspots to specific outreach locations. In addition, our buildings will have staffed kiosks and graphics – both online and in the physical locations.

- Library volunteers were selected for United Way Awards: the Moore Family and Dick Lenth are finalists. Winners are selected through an online voting system; voting closes March 9.
- I. Old Business
- There being no old business, the meeting continued.
- J. New Business
- Public Library Association Conference Report
 - The Library sent 10 representative to the PLA Conference. Young Adult Librarian Molly Garrett and Materials Librarian Sarah Voels presented on creating a diverse collection; the presentation had several hundred live guests and the librarians held a virtual presentation the next day.
 - Ms. Hart shared her impressions from the conference. She attended sessions on community representation and meeting the needs of underserved populations.
 - Others who attended, including Amber McNamara, Charity Tyler, Jessica Musil, and Patrick Duggan, shared one thing they are hoping to implement.
- K. Adjournment
- There being no further business, the meeting adjourned at 5:12 pm

The next Board of Trustees meeting will be held on Thursday, April 2, 2020, at 4 pm in the Conference Room at the Downtown Library.