

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
March 7, 2019

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

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Erin Horst, Jessica Link, Jessica Musil, Patrick Duggan, Todd Simonson

Others: Libby Slappey, President, Friends of the Cedar Rapids Public Library; Carol O'Brien, HACAP; Dona Ditri, Library volunteer

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: Feb. 7, 2019
 - Ms. McDermott motioned to accept the consent agenda. Ms. Kalinsky seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
 - There being none, the meeting continued.

Mr. Twedt-Ball joined the meeting at 4:01 pm.

- D. Resolution of Thanks – Dona Ditri, Volunteer
 - Ms. Ditri has been a Ladd Library volunteer since 2013 and has volunteered over 1,000 hours. She assists as a Holds Hunter, helps in the sorter room, and has served on a holds process review committee. Ms. Ditri is an advocate for the Library and expands the library's capacity through her time and talents.
 - Ms. Ditri thanked the board for the opportunity to volunteer – she said she loves spending her volunteer time with the Library.
- E. Foundation Report – Charity Tyler
 - Ms. Tyler was not present; the meeting continued.
- F. Friends of the Library Report – Libby Slappey
 - The Friends are exploring options to sell books online. They are seeking volunteers who are comfortable posting and fulfilling sales orders.
 - Saturday book sales are now at the Cherry Building instead of the downtown Library to improve efficiency, customer experience, and the book stock. The Friends will support book sales at the downtown Library on Farmers Market Saturdays.
- G. Service Spotlight: Opportunity Center at Ladd Library – Amber Mussman and Carol O'Brien
 - The Opportunity Center had its grand opening on Thursday, Feb. 28; the event was well attended. Carol O'Brien is a navigator, paid by HACAP/United Way, to assist clients in the Opportunity Center. Though the final location was just completed, Ms. O'Brien has been seeing clients at the Center since 2018. She assists them in accessing food, mental health resources, employment assistance, and referrals for housing, transportation, and child care, amongst other services. Other agencies will help expand services and provide staff to impact the community during the Center's open hours.
 - The partners are United Way, Hawkeye Community Action Program (HACAP), Kirkwood Community College, and IowaWorks.

Ms. Challenger joined the meeting via phone at 4:39 pm.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - **Action:** Church Agreement
 - Christian Life Church of Cedar Rapids would like to rent Whipple Auditorium, Beems Auditorium, and the Conference Room for Sunday morning learning and worship services. The Library previously had a church tenant for a year; this group was self-sufficient and did not require staff assistance. It would provide \$12,000 a year in revenue with the option to renew an additional year. The agreement was vetted by the City Attorney's Office.
The motion to allow Ms. Schmidt to enter a lease agreement with Christian Life Church of Cedar Rapids in the amount of \$12,000 a year carried with unanimous approval.
 - Mr. Ramlo noted that the Library's expenses and revenues are on track for this time of the fiscal year.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - **Action:** Policy 1.01 Bylaws
 - The committee does not recommend changes to the Bylaws. There was discussion on the President's role in voting. The committee believes it is best to allow the President to remain as an impartial tiebreaker. A discussion was held on the board's term and term limits, which are determined by City code.
The motion to reaffirm policy 1.01 carried with unanimous approval
 - **Action:** Policy 1.07 Statement on Ethics
 - The only change to this policy was to better clarify that the policy was amended from the policy approved by the United for Libraries Board in January 2012.
The motion to reaffirm policy 1.07 carried with unanimous approval.
- Advocacy Committee – Jade Hart, Committee Chair
 - Ms. Hart continued to encourage everyone to share media coverage of the Library. In addition, the committee will meet in the next several weeks to discuss advocacy for National Library Week. More information will be forthcoming.

I. Library Director's Report

- Ms. Schmidt continues to explore how she can incorporate education for trustees during the board meeting. At this time, she wishes to change Service Spotlight into Board Education with discussions on library philosophy. She has been discussing a trial of this with Mr. Wilding. She will have more information at the next board meeting.
- The Library is hosting a Library Kiosk, which prints out one-, three-, and five-minute stories of random genre. The kiosk is currently at Ladd before it will go downtown. The University of Iowa Libraries is the host of the kiosks.
- The City's budget is slated for approval next week. Following approval, the Library will start making plans for hiring the new positions within the FY20 Library budget.
- In response to staff survey feedback and group meetings with Ms. Schmidt regarding safety, the Library leadership team decided to re-instate having managers and supervisors on duty during most of the Library's open hours. The goal is to help the staff feel more supported into the evenings and weekends.
- Pending approval from Communication Workers of America, the next three-year Union Contract will be approved at the April meeting.

- J. Old Business
 - There being none, the meeting continued.
- K. New Business
 - There being none, the meeting continued.
- 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 4, 2019, at 4 pm in the Conference Room at the Downtown Library.