

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**April 4, 2019**

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

**Board members unable to attend:** Clint Twedt-Ball, Randy Ramlo

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

**Others:** Libby Slappey, President, Friends of the Cedar Rapids Public Library; Laura Columbus, Reading into Success

- A. Call to Order
  - Mr. Wilding called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes: March 7, 2019
  - Special Event Application

*Ms. Sharp 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.
- D. Resolution of Thanks – Reading into Success & One2Read
  - The board formally thanked Reading into Success, specifically the One2Read program, for their commitment to improving third grade level reading. One2Read, supported by Friends of the Cedar Rapids and Marion libraries, has given all second-grade students a copy of the same book – nearly 2,700 children – and facilitates opportunities for more than 1,000 children to hear from the book’s creator. The program now in its third year has distributed over 9,000 books and over 3,000 children have heard from Eric Litwin, Matt de la Pena, and Nick Bruel.
- E. Foundation Report – Charity Tyler
  - Ms. Schmidt reported for Ms. Tyler. The Foundation received a grant from CRST in support of the Dolly Parton Imagination Library (DPIL). At this time, 4,825 Cedar Rapids children are enrolled in the program.
  - The Foundation is preparing for a new fundraiser, Literary Vines, on May 4. Invitations will be in mailboxes the week of April 8. Guests will enjoy food, wine, and book pairings. In addition, the Foundation has partnered with Orchestra Iowa as a cross-promotion.
- F. Friends of the Library Report – Libby Slappey
  - The Friends’ Book Nook is moving within the downtown library. The new nook will move to the former Mediabox space in the Commons. The new shelving configuration gains more browsing space.
  - With changes to the Book Nook, the Friends are updating prices for their books. Ladd Library’s books will increase to \$2 a book, which matches prices downtown.
- G. Board Education
  - Ready 10! Committee – Kevin Delecki
    - The Ready 10! committee is the first active group with the new strategic plan. The goal is to incorporate into the Library the skills students should know to be successful as they enter kindergarten. These skills, identified by local kindergarten teachers, focus on self-care, following rules, managing behaviors, play, expression of self, and more.

- The Library's committee helped identify how we can incorporate learning and practicing these skills through interactives and programs for children newborn-preschooler. In addition, the library will further develop the child care resources, provide information for parents, and train staff.
- Ready 10! is part of the Reading into Success program.
- White Privilege Conference Report – Amber Mussman
  - Three people represented the Library at the 20<sup>th</sup> annual White Privilege Conference in Cedar Rapids: Harriet Kalinsky, Amber Mussman, and Patron Services Specialist Victoria Fernandez.
  - Ms. Kalinsky shared facts and her biggest takeaways about race from the conference and sessions she attended. Ms. Mussman and Ms. Fernandez shared that this conference was the most challenging, emotional, and personal conference they attended.
  - Ms. Schmidt and Ms. Mussman shared tangible ways the Library can move toward inclusion, such as reviewing practices that may create barriers, providing more staff training, and collection development. There is opportunity for growth in the strategic plan. Similar work is happening in other libraries across the country.

#### H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - Ms. Schmidt reported for Mr. Ramlo. The Library's fiscal year concludes June 30. We are on track to end the year under budget for expenses.
  - The Library is working with Finance and Human Resources to start the hiring process of the new positions for Ladd Library. This will ensure the positions are hired and filled prior to July 1 so expanded hours can start right away in FY20.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** Policy 1.02 Library Bill of Rights
    - This policy has already been reviewed in January but Ms. Schmidt added language to the bottom to explain the intention and broader definition of 'origin', 'age', 'background', and 'views'. Previously, the board asked for clarification on ALA's stance on race, sexual orientation, and gender, which were not listed or noted as being included.
  - **Action:** Policy 1.06 Table of Organization
    - The committee did not have recommendations to change this policy.
  - **Action:** Policy 2.00 Collection Development
    - The packet contains the original policy and a draft version, which was modified by the Materials department; the language better reflects their work and intentions. The policy also outlines library materials' life cycle.
  - **Action:** Policy 2.01 Reconsideration Policy
    - There were no recommended changes to the policy. Ms. Schmidt noted that she has not received a formal request to reconsider materials.

*The motion to reaffirm all of the policies as presented in the packet carried with unanimous approval.*

The board discussed a follow-up to a question from last month regarding board term limits. The committee found that six-year term limits for trustees is standard and would require changing Iowa Code. At this time, the committee does not recommend formal investigation or procedures to change the term limits. The subject may be revisited if recruitment for trustees to serve becomes difficult.

- Advocacy Committee – Jade Hart, Committee Chair
    - Ms. Hart shared advocacy efforts that will take place during National Library Week. Trustees have been asked to sign thank you cards for library staff as well as City Leaders and community stakeholders. In addition, the public will have the opportunity to thank City leaders for library services.
    - The Library has developed bumper stickers and a Facebook frame for users to adopt and share their stories. A Letter to the Editor will also be submitted to *The Gazette*.
    - Ms. Mussman and Ms. Schmidt will develop talking points for the trustees as the Library gets closer to re-opening Ladd Library on Saturdays with the FY20 budget approval.
- I. Library Director's Report
- Ms. Schmidt provided a brief overview of the Library's strategic plan. The Create a Pathway to Patron Discovery committee has just started meeting. Work continues with the Target Pockets of Need group. The largest committee, Promote understanding, acceptance, inclusion, and diversity through internal practice, started work in March and will continue through December.
  - Friday, May 3, the Library will host its first professional development day for staff in 2019. The curriculum will be Brené Brown's *Brave Leaders*, which is designed to develop brave leaders and a courageous culture. It is video based with personal introspection and small group discussion. Trustees are invited to attend but Ms. Schmidt advised full day attendance is best to get the most out of the curriculum.
  - Ms. Schmidt thanked the trustees for their role with the library in honor of National Library Week. She passed out cards and gifts.
- J. Old Business
- **Executive Session Action Item:** Iowa Code §20.17(3). FY20 Union Contract Negotiations
    - Mr. Wilding read aloud the Iowa Code pertaining to the reason for going into closed session.  
*Ms. Hart motioned to enter closed session. Ms. McDermott seconded. The motion was carried with unanimous approval following a roll call.*
    - The roll call was taken of those present in the closed session: Susie McDermott, Hassan Selim, Mary Sharp, Harriet Kalinsky, Jade Hart, Monica Challenger, and Matt Wilding; Ms. Schmidt remained, all others departed. The board went into closed session at 5:08 pm.
    - The meeting resumed in open session at 5:19 pm.
  - **Action:** Tentative Agreement with Communications Workers of America Local 7101 FY20-22 with intent to sign official contract.  
*Ms. Sharp motioned to accept the tentative agreement with Communications Worker of America with the intent to sign the FY20-22 contract. Ms. Kalinsky seconded. The motion carried with unanimous approval.*
- K. New Business
- There being none, the meeting continued.
- L. Adjournment
- There being no further business, the meeting adjourned at 5:21 pm

**The next Board of Trustees meeting will be held on Thursday, May 2, 2019, at 4 pm in the Conference Room at the Downtown Library.**