

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
April 7, 2022

Board members in attendance: [President] Jade Hart (in person); [Vice President] Clint Twedt-Ball, Susie McDermott, Matt Wilding, Monica Challenger, Jeremy Elges, Mary Sharp, Hassan Selim, and Rafael Jacobo (all via Zoom)

Unable to attend:

Staff in attendance: Dara Schmidt and Jessica Musil (in person); Amber McNamara, Patrick Duggan, Jessica Link, Sarah Voels, and Todd Simonson (all via Zoom)

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation (via Zoom); and Vanessa Chavez, City Attorney (in person)

- A. Call to Order
 - Ms. Hart called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: March 3, 2022
 - Special Event Application

Ms. McDermott motioned to accept the consent agenda. Mr. Wilding seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Introduction: Vanessa Chavez, City Attorney
 - Ms. Schmidt introduced the new city attorney, Vanessa Chavez. She came to Cedar Rapids about five months ago from Green Bay, Wisconsin, where she previously worked as City Attorney. Ms. Chavez also holds a degree in library science. Ms. Chavez looks forward to working with the library board and determine objectives that could be supported by her team.
- E. Foundation Report – Charity Tyler
 - Dolly Patron’s Imagination Library (DPIL) is back on track for enrollment goals. The pandemic caused a drop in enrollments and a loss of readers due to aging out of the program or moving. Following January’s awareness campaign, March was one of the highest new enrollment months ever with 5,655 kids, which is 82 kids shy of June 30 goal of 5,727. The Foundation continues to receive donations for this program.
 - The Foundation will host their annual Literary Vines fundraiser on April 29 at the downtown library. Roasters Coffeehouse will cater heavy appetizers with wine, beer, and non-alcoholic beverage selections for tasting. New this year is an online auction.
- F. Friends of the Library Report – Libby Slappey
 - Ms. Slappey was unable to attend. There being no report, the meeting continued.
- G. Board Education: Public Library Association (PLA) Conference Report – Clint Twedt-Ball
 - Mr. Twedt-Ball shared that he was blown away by the passion of library professional from across the country at the PLA Conference, which was hosted in Portland, Oregon. It really impressed in him even more how librarianship is inclusive, open, and thoughtful.
 - The Cedar Rapids team was also represented by Amber McNamara, Community Relations Manager; Jessica Musil, Senior Administrative Assistant; Kevin Delecki, Programming Manager; Meredith Crawford, Programming Librarian; and Sarah Voels, Community Engagement Librarian. Mr. Delecki and Ms. Crawford presented on a Library initiative to amplify and validate incarcerated teen voices. Ms. Voels also presented on a panel about

diversity audits as well as moderated a young adult book discussion. Mr. Twedt-Ball read highlights from the attendees' reports.

Mr. Hassan and Ms. Sharp joined the meeting at 4:09 pm.

- Mr. Wilding asked if there were conversations or topics that may send us in a different direction. Mr. Twedt-Ball noted that food can be a connection to literacy and education, which may be important with the westside library being physically placed in midst of high immigration area. He also noted that it's powerful to co-locate with other departments, such as Parks and Rec, to create multiple touch points to deepen relationships. He felt these were compelling as we think about how the westside library can impact the area.
- Ms. McNamara added the team felt they attended sessions that reinforced or improved upon the work we are already doing. Staff feel validated to understand how we align with other libraries nationally, and gain more ideas to continue making an impact.

H. Library Board Committee Reports

- Finance Committee – Monica Challenger
 - Ms. Challenger reviewed the February 2022 financials. At this point of the fiscal year, everything looks good. This report shows the annual Linn County library services revenue and financials has been adjusted for COVID emergency funds.
 - Ms. Hart asked about the overage in Furniture/Fixtures/Equipment. We purchased cabinets to house the Zerzanek art collection, which was approximately \$15,000. However, we are underspent in other accounts to help cover for this additional expense in our general budget, which does not roll into the next fiscal year instead of using funds in 7010.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - State Library of Iowa, Trustees Handbook Discussion:
 - Chapter 6: Developing and Adopting Policies
 - Ms. McDermott reported. The biggest takeaway from the committee is that as a board, trustees look at the big picture in setting policy and ensure it aligns with the mission. Staff put together the framework to enact the policy. In addition, it's important for the board to regularly review policies.
 - Chapter 14: Public Library Standards
 - Accredited libraries with the State Library of Iowa has requirements to ensure the best service to meet the needs of the respective communities. Our library choses to be accredited at the top tier. In addition, accreditation requires all policies to be reviewed every three years. Following accreditation, libraries are eligible for direct state aid and the Enrich Iowa program.
 - **Action:** Policy Review: 3.01 Library Cards and Customer Privileges
 - The committee did not recommend any edits for approval; instead, the committee would like to re-affirm the policy as written.
The policy, as presented in the packet, affirmation was approved unanimously.
- Advocacy Committee – Mary Sharp, Committee Chair
 - Ms. Sharp reported. The State Legislature is debating a parental bill of rights, which calls for transparency on instructional materials and libraries. The language calls to limit sexually explicit materials, which will have consequences for our libraries. It would prevent us from issuing student library cards, using school ID information. Ms. Sharp encouraged trustees to communicate with elected leaders. Ms. Schmidt is discussing this issue with Ms. Chavez, as we await for final bill language. We will do our best to ensure access to materials.

- Westside Project Committee – Clint Twedt-Ball, Committee Chair
 - Mr. Twedt-Ball reported. Many are happening with this project including a financial feasibility study and conversations to acquire land. At this time, we do not have a funding decision from Linn County. Ms. Schmidt noted we continue to see additional funding opportunities and are lining up other possibilities. The Foundation’s consultant should have a final financial feasibility study for the board to review in the coming months. Ms. Schmidt and Ms. Tyler started meeting monthly with the City’s Finance Director to more effectively move through the complexities of financing. Even from an early stage, it has been a collaborative effort with our City partners.
- I. Library Director’s Report
 - Ms. Schmidt expressed thanks and support while she was out on medical leave. She feels thankful for the managers and staff who stepped up to help.
 - In-person programming and events are returning, and the library is becoming busier and more vibrant. The Library is looking forward to an amazing summer; spring programming has been well attended and everyone feels confident that will continue.
 - The staff station plexiglass barriers were removed. Staff have restarted their active roving service model. A majority of staff and patrons are masking based on their personal comfort.

Mr. Elges joined the meeting at 4:44 pm.

- At the May meeting, Ms. Schmidt plans to bring a draft version of next strategic plan. She encouraged trustees to read the good stories included in the packet.
- J. Old Business
 - There being no old business, the meeting continued.
- K. New Business
 - Recognition of Matthew Wilding.
 - Mr. Wilding resigned from the board – a job change required him to re-locate outside of Cedar Rapids so he’s no longer able to serve. Ms. Hart read a statement about Mr. Wilding’s service to the library and community through his role on the board. He has been a steadfast and thoughtful leader, advocating for equity. In his honor, a chair in Whipple Auditorium will be dedicated to him.
- L. Adjournment
 - There being no further business, the meeting adjourned at 4:52 pm

The next Board of Trustees meeting will be held on Thursday, May 5, 2022, at 4 pm in the Conference Room, Downtown Library