

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**May 2, 2019**

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

**Board members unable to attend:** Hassan Selim, Randy Ramlo

**Staff in attendance:** [Library Director] Dara Schmidt, Amber McNamara, Erin Horst, Jessica Link, Jessica Musil, Todd Simonson, Kevin Delecki, Patrick Duggan, Jill Martinez

**Others:** Libby Slappey, President, Friends of the Cedar Rapids Public Library; Debbie Ackerman, Volunteer

- A. Call to Order
  - Mr. Wilding called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes: April 4, 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.
- D. Resolution of Thanks – Debbie Ackerman

Mr. Twedt-Ball joined the meeting at 4:04 pm.

- Debbie Ackerman has been among the most vocal and active supporters of the Dolly Parton Imagination Library (DPIL) in Cedar Rapids. Through her work with RED Ahead with United Way of East Central Iowa, Debbie has been responsible for enrolling 1,700 children into the program.
  - In addition, she volunteered for more than a year to enter children into the book ordering system. Her commitment to DPIL is a major reason why nearly 54% of all children in Cedar Rapids are enrolled in the program.
- E. Foundation Report – Charity Tyler
    - Ms. Schmidt reported for Ms. Tyler. Saturday, the Foundation will host its first Literary Vines event, which features food, alcohol, and book pairings. Walk-in tickets will be sold.
    - The Foundation received a grant from the McIntyre Foundation for DPIL.
    - Ms. Tyler presented at the Hawkeye Labor Council to discuss a potential joint literacy program.
  - F. Friends of the Library Report – Libby Slappey
    - On behalf of the Friends, Ms. Slappey introduced One2Read author Nick Bruel at a local school performance. It was gratifying to see the kids' reactions to the authors and the Friends are proud to sponsor in the program.
    - The Friends are hosting a book sale at the Cherry Building this Saturday. In addition, they are preparing for the book sales during the Farmers Market season.
  - G. Board Education
    - Target Pockets of Need – Jill Martinez
      - The Library has purchased a product called Savannah, produced by Orange Boy. It allows us to use data from our library system to better inform us on how we plan, message, and provide outreach to our users and nonusers.
      - With the system, we can automate surveys as well as email marketing and messaging, which targets the users' use and interests.

- We value patrons' privacy. This product uses secure methods of data transfer and its use is restricted to a few staff members. Patrons can opt out of the messaging.
- The use of Savannah is part of our strategic plan – throughout the planning process, we heard from the community that they don't know what we offer.

#### H. Library Board Committee Reports

- Mr. Wilding noted that a Nominating Committee has formed to select officers in FY20. Mr. Twedt-Ball will chair the committee, and Ms. McDermott and Ms. Sharp will also serve. They will meet in the next month.
- Finance Committee – Randy Ramlo, Committee Chair
  - Ms. Schmidt reported for Mr. Ramlo. Finances are on track for the end of the fiscal year. Ms. Schmidt and the committee do not have concerns as the year closes. The Library has approval to hire open Ladd positions in this fiscal year; the goal is to hire the positions so we can open Saturday hours on July 6.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - Mr. Twedt-Ball noted that Ms. Schmidt's evaluation process is finishing for the year and the June board meeting will include her evaluation review.
  - **Action:** Policy 2.03 Gifts and Memorials
    - The policy had minor edits for clarification. Ms. Tyler also reviewed the policy and confirmed it does not contradict with the Foundation's Gift Acceptance Policy. This policy is not the same as the Library's Naming Policy and the Foundation's Windfall policy.
  - **Action:** Policy 2.04 Zerzanek Collection
    - The policy has not been changed. Ms. Schmidt also noted that the collection itself has not been appraised since the 1990s. The Library would like to update the appraisal and consider the possibility of allowing the collection to travel. The City carries insurance on the collection and is stored at the Cedar Rapids Museum of Art.  
*The motion to reaffirm all of the policies as presented in the packet carried with unanimous approval.*
    - The board discussed the appraisal and the consensus is that Ms. Schmidt should start a request for proposal process. Ms. Schmidt noted that the appraisal fees will be paid with existing, non-taxpayer dollars.
    - In June, the board will affirm Policy 2.05 Confidentiality of Library Records.
- Advocacy Committee – Jade Hart, Committee Chair
  - Ms. Hart passed around paper copies of an article from Urban Libraries Council: *Leadership Roles for Library Trustees*. For now, trustees should read this article on trustee advocacy roles and discussion will occur soon.

#### I. Library Director's Report

- Ms. Schmidt is preparing for the bi-annual professional development day on May 3. All trustees are invited as we explore Brené Brown's Daring Leaders curriculum. This will help with our culture and communication work.
- The Library is working with Kids First law firm for a potential grant through the Safe, Equitable and Thriving (SET) Communities Task Force. This grant will be used for restorative justice efforts at the Library. The program is modeled after a similar effort at McKinley and will be staffed by Kids First with Library staff training as well. The hope is to give kids and teens a chance to be in the Library without banning or revoking privileges.
- The Library is in the process of signing an MOU with other community stake holders, such as Willis Dady Emergency Services, Cedar Rapids Police Department, Downtown District, Grand Transportation Center, and Parks and Rec, to develop a downtown ambassador program. The ambassadors, hired and managed by Willis Dady will help with conflict

resolution and de-escalation to prevent problems in the Greene Square and other downtown regions. The pilot, after signed and approved by City Council, will start June 1.

- As a part of the strategic plan, two library leadership members and two trustees watched a webinar on Equity, Diversity, and Inclusion. The webinar explored policies, contracts, and employment. In addition, it demonstrated how to use an equity lens to improve services for the community.
- J. Old Business
- There being no old business, the meeting continued.
- K. New Business
- There being no new business, 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, June 6, 2019, at 4 pm in the Community Room at the Ladd Library.**