

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
May 3, 2018

Board members in attendance: [President] Harriet Kalinsky, Hassan Selim, Clint Twedt-Ball, Mary Sharp, Jade Hart, Randy Ramlo, Susie McDermott, Hilery Livengood

Unable to attend: [Vice President] Matthew Wilding

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Hollie Trenary, Kevin Delecki, Jessica Musil, Patrick Duggan, Heidi Hartke

Others: Charity Tyler, Executive Director of the CPRL Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Brian Watters, Harlon Hanson, Ed Holstrom, Joe Leone, Joe Fischer, volunteers

- A. Call to Order
 - Ms. Kalinsky called the meeting to order at 4 pm.
- B. Consent Agenda – Action
 - Minutes: April 5, 2018
 - Special Event Applications (4)

Ms. Livengood motioned to accept the consent agenda. Ms. Hart seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Resolution in thanks of AARP
 - *Ms. Hart motioned to accept the resolution of thanks. Ms. McDermott seconded. The motion carried with unanimous approval.*

Mr. Selim joined the meeting at 4:06 pm.

- The board thanked the volunteers of the AARP Foundation Tax-Aide volunteers. The volunteers spent hours from February to April at the downtown library providing free tax preparation to our community. This service especially targeted those age 50+ who can't afford tax preparation service. The volunteers have provided this service every tax season since the downtown library opened in 2013.
 - The volunteers thanked the board for the opportunity to serve the community at the downtown library. They also provided a cash donation – any freewill donations received from clients are in turn donated to the library.
- E. Foundation Report – Charity Tyler
 - The Foundation hosted their Dolly Parton Imagination Library (DPIL) fundraiser with author Matt de la Peña last month. As of the meeting, 3,300 children are enrolled in the DPIL program. We have had some children “graduate” or age out of the program already.
 - F. Friends of the Library Report – Libby Slappey
 - Ms. Slappey reported that the Sci-Fi themed book sale in April was well-received. The next Saturday book sale will feature audiobooks on CD. In addition, the Friends are preparing for summer sales on the Library Plaza during the Farmers Market Saturdays. Basement Books are open during events at Newbo.

Ms. Sharp joined the meeting at 4:18 pm

- A discussion was held on the large annual sale. The Friends have opted not to do such a large sale as in the past – they still hold the weekend sale every November but the smaller sales help spread out the labor.
- G. Service Spotlight – Summer Dare – Kevin Delecki
- The Summer Dare brochure was mailed to over 13,000 households with children. In addition, United Way Day of Caring volunteers saw over 2,400 area children to excite them about the reading program through theatrical skits.

Mr. Twedt-Ball joined the meeting at 4:21 pm

- The Summer Dare brochure’s design now has a baseline brand instead of a new theme starting this year. It will make it more recognizable and easier to produce annually.
 - We are continuing to host large special events with some changes – these events will be done over two days with options at Ladd or Downtown plus daytime and evening hours. We also have a new partnership with City of Cedar Rapids’ Parks and Recreation department: Library staff will host story time in different city parks in June and July.
 - Summer Dare Everywhere continues into its third year. Some locations will have library staff assist and two locations will have ready-made kits for the partner agencies’ staff to use. The kits include books and curriculum material.
 - Kids on Course will continue their every Friday programs at the library, which will see about 125 kids.
 - The Summer Dare program will be supplemented with the hiring of seasonals and again using the Summer VISTAs program.
- H. Library Board Committee Reports
- Finance Committee – Randy Ramlo, Committee Chair
 - There are no action items. Mr. Ramlo notes that the revenues and expenses are on target for this period of the fiscal year.
 - Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - There being no discussion, the meeting continued.
 - Advocacy Committee – Jade Hart, Committee Chair
 - There being no discussion, the meeting continued.
- I. Library Director’s Report
- The Hall-Perrine Foundation has approved our grant request for the capital improvements in the former ISAIC warehouse space at Ladd Library. The construction will allow for us to host a physical location for the Opportunity Center at Ladd Library. Ms. Schmidt will work with City Facilities Maintenance to bid for and oversee a contractor for the construction of the project. It is possible the center will open at the end of December.
 - The Library’s volunteer program will celebrate its five-year anniversary in April. Volunteer Supervisor Jessica Link and her team have planned an upcoming celebration event to say thank you to our tremendous volunteers.
 - The Library has some additional one-time funding. This month, furniture will be cleaned at the downtown library and then be cleaned at Ladd Library.
 - In addition to furniture cleaning, we are adding a standing desk option for staff who would like one. We have found and tried a product called Varidesk, which can be used with our existing staff work station furniture.
 - The two-way conversion construction project has started around the downtown library. For the duration of the construction, it may be more difficult to get to the downtown library. Ms. Schmidt also anticipates that our door counts may decrease.
 - Library staff continue to prepare for the reopening of Sunday hours downtown. Sunday selections have been complete. The Community Relations department have a communications plan ready as the date nears. Ms. Schmidt has also talked with

Greyhound Café. Sundays for them are not profitable as 1-5 pm is after lunch but before dinner. She will discuss options with the Finance Committee.

- The Operations Team continues to seek alignment within the MLN partnership. The Marion Public Library director has accepted a position within the City of Marion's City Manager's office.
- Ms. Schmidt was selected by the national Champion for Grade Level Reading group to join their Council of Champions. She has been active with the local initiative, Reading into Success. The Council consists of individuals from across the country who volunteer, push policy, fund, lead, and/or make other contributions for their respective local campaign. Ms. Schmidt will travel to Philadelphia in July.
- Ms. Schmidt shared that the library recently started working with the Cedar Rapids Garden Club to develop a plan to better maintain the LivingLearning Roof's sedum beds. Ms. Livengood, a Garden Club member and trustee, stated that the club hired Ruth Fox, a retired landscape architect and one of the original roof designers from OPN prior to her retirement, to help devise a maintenance plan. Roxanne Nagel, co-owner of Rooftop Sedums, also taught club members how to care for the sedum and grow cuttings from existing plant materials on the roof. Jessica Musil plans to train library volunteers to help maintain the sedum throughout each growing season. She has helped maintain the sedum in previous years. Ms. Nagel felt that the rooftop sedum, even with the minimal care it has received, is in good condition.

J. Old Business

- **Action:** Strategic Planning, approve Vision, Mission, Guiding Principles and Values
 - Ms. Schmidt shared the draft Vision and Mission. These were derived with assistance from The Ivy Group and input from community members and staff during the March 30 All Staff Day. Ms. Schmidt also reviewed the Guiding Principles, which are core principles of librarianship. The Core Values are the City of Cedar Rapids' recently adopted values. These values speak to the work we do and this aligns us well with the City's Organizational Health initiative. All of these documents show who we are, who we serve, and how we serve. In addition, it will guide staff's work to develop our three year strategic plan.
 - Ms. Sharp asked about including stewardship. A brief discussion was held that stewardship is important but also reflected and accepted through the City of Cedar Rapids and our work as City employees.

Ms. McDermott motioned to approve the Vision, Mission, Guiding Principles, and Values as presented in the board packet. Mr. Ramlo seconded. The motion carried with unanimous approval.

K. New Business

- **Executive Session Action Item:** *Iowa Code § 21.5(1)(i) (2009).* Director's Performance Review.
 - Ms. Kalinsky read aloud the Iowa Code pertaining to the closed session. She also noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

Ms. Livengood motioned to enter closed session. Mr. Selim seconded. The motion was carried with unanimous approval.

- The board went into closed session at 4:59 pm. Those not participating were dismissed. A roll call was taken of those present in the closed session: Susie McDermott, Clint Twedt-Ball, Hassan Selim, Hilery Livengood, Jade Hart, Mary Sharp, Randy Ramlo, Harriet Kalinsky, and Dara Schmidt.
- The meeting resumed in open session at 5:22 pm.

- **Action:** Approve Director's standard City step increase of 2.5%
 - To better align with other City departments and libraries, Ms. Schmidt would like the trustees' vote to approve her annual raise.
 - The City automatically grants all employees a cost of living increase every July; this year, all non-bargaining staff receive 2%. This 2.5% step increase would be in addition to the cost of living increase, awarded in her anniversary month, which is also July.
 - A discussion was held on whether to maintain the 2.5% increase or to recommend an additional increase based on performance.
 - The consensus is to table the action item for the June board meeting. Ms. Kalinsky will talk with the interim director of City of Cedar Rapids' HR on possibilities.

Ms. McDermott motioned to table the approval of the Director's standard City step increase indefinitely. Ms. Livengood seconded. The motion carried with unanimous approval.

L. Adjournment

- There being no further business, the meeting adjourned at 5:35 pm

The next Board of Trustees meeting will be held on Thursday, June 7, 2018, at 4 pm in the Community Room at the Ladd Library.