

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
May 4, 2017

Board members in attendance: [President] Harriet Kalinsky, [Vice President] Matthew Wilding, Mary Sharp, Clint Twedt-Ball, Susie McDermott, Jade Hart

Board members unable to attend: Hilery Livengood, Randy Ramlo, Joe Lock

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Kevin Delecki, Lisa Miles, Jessica Link, Jessica Musil, Patrick Duggan, Hollie Trenary, Erin Horst, Will O'Hearn

Others: Charity Tyler, Executive Director of the CPRL Foundation; Amy Becker, Family Connections Library; Eric Holthaus, City Sustainability Coordinator; Gary Setter, volunteer.

- A. Call to Order
 - Ms. Kalinsky called the meeting to order at 4:01 pm.
- B. Consent Agenda – Action
 - Minutes: April 6, 2017
 - Special Event Applications (2)

The motion to accept the consent agenda carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of Gary Setter
 - The Library recognized and thanked Gary Setter for his commitment to the Library through volunteerism. Mr. Setter has given over 1,100 hours to the library since 2013. He has assisted patrons through his various roles. Recently, he worked alongside staff and our MLN partners to help improve the holds delivery system.

Ms. Sharp motioned to approve the resolution in thanks of Gary Setter. Ms. Hart seconded. The motion carried with unanimous approval.
- E. Foundation Report – Charity Tyler
 - The Foundation has recently received multiple grants: \$20,000 from the McIntyre Foundation, and \$10,000 from the Greater Cedar Rapids Community Foundation to create marketing materials for the Foundation.
 - The Foundation will host a fundraising event on June 25. The non-event, themed "Choose your own Adventure," will allow donors to purchase a ticket without attending an actual event. The fundraising event is modeled after the Library Foundation of Los Angeles' annual Stay Home and Read a Book Ball.
- F. Friends of the Library Report – Cindy Monroe
 - Neither Ms. Monroe nor a Friends representative was able to attend.
- G. City Sustainability Committee – Eric Holthaus
 - City of Cedar Rapids Sustainability Coordinator Eric Holthaus provided an overview of the City's Sustainability Committee and its three phase plan. Now in phase two, the group's goal is to seek STAR Communities certification for the City as a part of the City's long-term vision for sustainability. Ms. Schmidt serves on the committee. The certification includes objectives beyond environmental sustainability; for example: workforce readiness, civic engagement, food access and nutrition, and more. The Library is an impactful partner in multiple objectives. The committee would like to submit data for STAR certification in early 2018.

H. Service Spotlight: Willis Dady Partnership – Hollie Trenary

- The Library has formed a partnership with Willis Dady Homeless Services. The Library will supply computers to the shelter so clients can have access to library services and materials. In addition, the MOU includes homeless prevention at the Library. Prevention Outreach Advocate Emily Zimmon shares office space with Family Connections Library at the main library. Ms. Zimmon works with staff and patrons to bridge gaps and build relationships.

I. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair

- **Action:** Ladd Renovation Approval and Payment – cost not to exceed \$80,000 to be spent out of existing grant fund balance for the improvements at Ladd Library work completed by City Facilities Maintenance.
 - Ms. Schmidt would like to prepare Ladd Library’s warehouse space, which formerly housed ISAIC, to accept community partners. In the warehouse, she would like to make a designated staff breakroom (converting the current kitchenette into a public space), staff bathroom, janitorial closet and storage area. The remaining space would be ready for future partnerships. Ms. Schmidt has money from the ISAIC closeout funds that would cover the cost of the Phase 1 development. Phase 2 construction would be at the partner’s cost, not the Library’s.
 - Ladd Library’s landlord has also agreed to renew the contract for 10 or 15 years at the current rate instead of five years with an increase, as stated in the contract. Ms. Schmidt will bring a proposal to the board regarding the Ladd Lease at a future meeting.

The motion to accept Phase 1 of the Ladd Renovation project carried with unanimous approval.

- **Action:** IA History Project Approval, Purchase Order and Payment – cost not to exceed \$105,000 contingent upon Cedar Rapids Public Library Foundation funding.
 - The project would grant the Library full ownership of digitized and fully searchable *Gazette* editions from 1883 to date. There is no subscription or annual fees; however, there will be costs after 2020. The project would also include other newspapers in the area. Library patrons would have access to *The Gazette* from anywhere but the other newspapers would be accessed at the Library. Digitization does not break copyright or ownership laws.
 - The project is contingent on the Cedar Rapids Public Library Foundation’s funding approval. However, Ms. Schmidt needs a board vote to sign the agreement.

The motion to accept the IA History Project contingent on Foundation funding carried with unanimous approval. Ms. Sharp abstained.

- Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - At this time, there is nothing to report.
- Advocacy Committee – Jade Hart, Committee Chair
 - There is nothing to report.

J. Library Director’s Report

- Ms. Schmidt is working with the Library’s managers to develop the FY18 Operating Plan. She hopes to share it with the board at the June meeting. In addition, she will work with the Finance Committee for recommended action on the Ladd Library lease renewal. More information will be forthcoming at the June meeting.

K. Old Business

- There being none, the meeting continued.

L. New Business

- There being none, the meeting continued.

M. Adjournment

- There being no further business, the meeting adjourned at 5:19 pm

The next Board of Trustees meeting will be held on Thursday, June 1, 2017, at 4 pm in the Community Room at the Ladd Library.