

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**May 6, 2021**

**Board members in attendance:** [President] Jade Hart, [Vice President] Clint Twedt-Ball, Monica Challenger, Mary Sharp, Susie McDermott, Rafael Jacobo, Matt Wilding, Randy Ramlo

**Absent:** Hassan Selim

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

**Others:** Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slaphey, President, Friends of the Cedar Rapids Public Library

A. Call to Order

- Ms. Hart called the meeting to order at 4 pm.
- This electronic meeting of the Library Board of Trustees is being held because meeting in person is impossible and impractical due to concerns for the health and safety for Library trustees, staff, and community members presented by COVID-19. An electronic meeting is allowed by Iowa Code Section 21.8 and Governor Reynolds proclamations of emergency disaster. All trustees and staff are joining remotely. This meeting is also live on the Library's Facebook page.

B. Consent Agenda – **Action**

- Minutes:
  - April 1, 2021
  - April 28, 2021

*Ms. McDermott motioned to accept the consent agenda. Ms. Challenger seconded. The motion carried with unanimous approval.*

C. Public Comments and Communications

- There being none, the meeting continued.

D. Foundation Report – Charity Tyler

- The Rooted in Reading fundraising event has concluded and 241 children are sponsored through the Dolly Patron's Imagination Library (DPIL) program. Each bundle cost \$40 with \$25 designated to DPIL.
- The Library's new Mobile Technology Lab is ready to host programs in the community. The project has been supported by the Library Foundation, Giacoletto Foundation, Collins Aerospace, ITC Midwest and the Alliant Energy Foundation.
- Ms. Tyler is looking forward to next fiscal year and what the library has planned for donor dollars and the Library Foundation's support.
- Based on the most recent population data, and after adjusting the formula for eligible population served, the DPIL program is now serving 65% of the eligible population. Ms. Sharp asked if the program will sunset. The initial library request is to fund the program for five years, and if the program is determined as providing value then the library will ask for further funding. The Foundation Board has developed a sustainability plan for DPIL within managed assets. Ms. Schmidt unsure if we will see the impact at the five year mark in fiscal year 2022 because the program is at the cusp of having kids who will have had the program for the full five years: birth to kindergarten. The plan is to evaluate the program's impact to kindergarten readiness literacy scores.

E. Friends of the Library Report – Libby Slaphey

- The Friends continue working on their inventory reduction project at the Cherry Building. So far, over 2,000 books have been sent to Baker and Taylor, a library book distributor, for

resale or recycling in their Sustainable Shelves program. Each book sold to the company adds buying credit for the library to use while purchasing new materials for check-out.

- Friends are also preparing for upcoming sales including the Farmers Market, starting June 17 through September; and their large annual sale will return this year during the first weekend in October at Cherry Building. Friends also continue to sell books on Amazon.

#### F. Board Education: Service Enterprise – Jessica Link

- Jessica Link, Volunteer Supervisor, presented on the impact of Service Enterprise certification for the library and its volunteer program. Service Enterprise certified organizations demonstrate strategic volunteer management to achieve operational efficiency and greater community impact. The certification uses 10 core characteristics, such as leadership support, effective training, and outreach, to determine volunteer impact.
- The volunteer program launched in 2013. Our first certification was granted in 2015 and in March 2021, the Library achieved recertification. The planning for recertification started in late 2019 and the Library's Action Plan in 2020 shifted focuses in 2021 to better align with the pandemic's impact to operations.
- Ms. Link shared next steps to the volunteer program including continuing to safely bring volunteers back to meet Library needs, staff training for volunteer engagement, online volunteer orientation, and using volunteers in strategic planning.
- Ms. Hart asked what top two ideas were gleaned from participating in this process, specifically, what hasn't been done before or would do differently. Ms. Link shared that the volunteer program has many strengths that were very evident from the process, one of which is that the volunteers reflect our patrons. The program and its engagement creates community advocates while also leveraging staff's expertise.
- Ms. Sharp thanked Ms. Link for the team's work to develop a strong volunteer program. Ms. Schmidt praised the team. Typically, volunteer give us over \$100,000 equivalency in annual volunteer support with about 8,000-10,000 volunteer hours a year.

#### G. Library Board Committee Reports

- Finance Committee –Randy Ramlo, Committee Chair
  - At this time of the fiscal year, approximately 75% through, the revenues and expenses are well aligned. Some line items are underspent but those funds will be used to make some furniture purchases and technology purchases.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - State Library of Iowa, Trustees Handbook Discussion
    - The Personnel and Policy committee is reviewing and will bring highlights of the new trustees handbook to the full board. This month, they will discuss the following chapters.
    - Chapters 1, 3, 10, and 2.
      - Chapter 1 examines the role of State and City ordinances to establish and govern a public library. Cedar Rapids Municipal Code 6.02 establishes the library while also granting powers of the trustees and setting their appointment. The chapter also details the key roles for a board, director, and City in a library's operation.
      - Chapter 3 highlights the five primary responsibilities of a library board: hiring the director, approving and monitoring the budget, developing and adopting policies, strategic planning, and evaluating service and advocating for advancement.
      - Chapter 10 touches on the importance of annual evaluations for the library director.
      - Chapter 2 expresses the need for trustees to have continued education to best serve the community, specifically highlighting

the Public Library Standards, which impact our certification, that address trustees' ongoing education. Ms. Schmidt demonstrated how to use the State Library's IA Learns system for on-going education. Other opportunities include the library's in-house professional development, United for Libraries, and local and national conferences. Ms. Musil will compile a list of opportunities and links for trustees.

- Next month, we will have the annual Director evaluation but also discuss Chapter 9 – Board Relationships with Director, Staff, and City.
- Advocacy Committee – Mary Sharp, Committee Chair
  - The committee did not meet in April. Ms. Sharp did share that an infrastructure bill going through Congress has potential funding for libraries.

#### H. Library Director's Report

- At the time of this meeting, the Library does not have resolution in regards to continuing a library services contract with Alburnett. Ms. Schmidt believes that Alburnett will contract with Center Point Public Library but has not yet received a written notice. As this unfolds, Ms. Schmidt will update the board.
- Ms. Schmidt, along with Ms. Tyler, Ms. McNamara, and the City of Cedar Rapids' Community Development department, continue to the west side review and prepare for a feasibility study. Under Jennifer Pratt, Community Development director, the City will conduct a large scale neighborhood study/survey; and this could take the place of the first level of a feasibility study because of its depth. Following this, the data will help inform us as we conduct a typical library survey in the next 12-18 months. The Library Foundation Board remains informed of the process, and a board committee will be formed further into the process.
- Ms. Schmidt provided library service updates. The downtown library is open on Sundays; at both libraries, capacity has increased and computer time has been extended. We are seeing increased traffic and business. The City secured vaccine appointments for all employees. May 6 is the last day available for appointments, so we can start a six week countdown for staff to be fully vaccinated. We are planning for Monday, June 21 as the date of our next iteration of the phased reopening process. This will include public meeting room use and placing furniture; however, each of these will be done thoughtfully and will differ from our practices before the pandemic. Public meetings, such as the board meeting, are on hold for the time being until we have further guidance from the City as we wish to align with other city departments.
- Next month, Kevin Delecki will update us on summer reading programming.
- The café moves forward with its transition. We have the signed transfer of responsibilities. Café staff are actively working to transition the space and anticipate opening this month. We are excited to open Roasters Coffeehouse.
- Ms. Sharp asked if Ms. Schmidt has any new information regarding the federal stimulus funds. Ms. Schmidt believes we should know by the end of May. Libraries submitted their feedback to the State Library.

#### I. Old Business

- There being no old business, the meeting continued.

#### J. New Business

- There being no new business, the meeting continued.

#### K. Adjournment

- There being no further business, the meeting adjourned at 5:15 pm

**The next Board of Trustees meeting will be held on Thursday, June 3, 2021, at 4 pm, via Zoom.**