

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
May 7, 2020

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

Board members unable to attend: Hassan Selim

Staff in attendance: [Library Director] Dara Schmidt, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Musil, Patrick Duggan, Amber McNamara, Jessica Link, Mary Beth McGuire, Heather Meyer-Boothby, Jill Martinez

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

A. Call to Order

- Mr. Wilding called the meeting to order at 4:01 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 proclamation of a disaster emergency section 69 dated April 2, 2020. All trustees and staff are joining from home. This meeting is also live on the Library's Facebook page.

B. Consent Agenda – **Action**

- Minutes: March 5, 2020

Ms. Challenger 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. Foundation Report – Charity Tyler

- Ms. Tyler has transitioned to working from home. Other Foundation staff work from the library as needed to complete their work.
- The Foundation is revising its budget – with the library's closure, fundraising events were canceled, which reduced income, but expenses have reduced as well.
- The newsletter was recently mailed and donations have continued despite COVID-19. The Foundation participated in the first Library Giving Day and is planning a Literary Vines mailing, which honors the spirit of the in-person event through a digital format.
- Dolly Parton's Imagination Library (DPIL) continues to get registrations but for the first time, enrollment appears flat because the number of graduates (kids turning 5 years old) was higher than new enrollees. Financially the program is fine but enrollment may take a temporary dip during this time.

E. Friends of the Library Report – Libby Slappey

- The Friends group is currently on hold and all sales are postponed. The Friends are considering how to safely accept items for donation and will discuss future sales opportunities in the libraries with Ms. Schmidt when the libraries begin to re-open.

F. Board Education: Metrics of Success – Amber McNamara and Erin Horst

- The Library has shifted its resources and services during our closure due to COVID-19. Our traditional metrics, such as program attendance, computer uses, and meeting room reservations, cannot be counted – and so our metrics had to shift too.

- Patrons have found connection with us through social media, our website, video streaming, and digital materials downloads. The Library has tracked more Facebook traffic since the library has closed. The Programming Team has produced multiple programs a week and posts them on YouTube. We average about 8,000 views for each video, a significant jump to our pre-closure videos, which were very limited.
- Streaming services, such as Hoopla and Lynda.com, have also increased. Similarly digital materials, such as eBooks and audiobooks, have increased as we cannot provide physical items at this time. We asked patrons to keep any checked out materials – due dates have been extended – and fines suspended.
- Library staff can also work phone shifts from home to assist patrons. Calls have dropped a bit but remain consistent. Patrons also find value in the Library's new website listing at-home resources. Although the library has been closed, we are welcoming new library cardholders.

G. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - The remainder of FY20 and FY21 budgets may be revised due to fiscal impacts from COVID-19. Expenses have reduced but so have revenues. FY20 is anticipated to come within budget. We have suspended fines due to the virus, and this revenue stream has been removed from the budget.
 - The Finance Committee gave Ms. Schmidt approval to sign a janitorial contract amendment. When the buildings closed and no staff were present, the cleaning reduced from seven days a week to one day a week. The contract amendment reflects this. As we return to full cleaning, Ms. Schmidt will bring back the contract for approval if it exceeds the amount approved by the board in November 2019.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - The Library Director's evaluation process continues. Trustees are asked to complete their evaluation, received via email, tomorrow. The director evaluation will occur with the full board at the June meeting.
- Advocacy Committee – Jade Hart, Committee Chair
 - There being no report, the meeting continued.
- President's Report – Matthew Wilding
 - Nominating Committee
 - A Nominating Committee will be formed this month to meet in June. The committee will recommend the Slate of Officers, which will be voted on at the July meeting. If you have interest in serving, contact Mr. Wilding.

H. Library Director's Report

- Ms. Schmidt thanked trustees for the video they helped produce for National Library Week – it received many positive comments from staff.
- Construction for ADA accommodations continued even though the buildings have been closed so there have been no impacts to staff and patrons.
- Ms. Schmidt expressed thanks and appreciation for the Library's departments and teams. They have been working hard from home to provide services and resources in new and creative ways. City leadership has been incredibly supportive to all City employees.
- The Downtown Ambassadors Program continues, though slightly modified in response to COVID-19. The overflow shelter is now a day shelter. The Library is looking at other ways we can support their efforts with materials and technology.
- Draft Reopen Plan
 - The Library has developed re-opening guidelines, which gradually opens the library buildings and services to patrons. Linn County has guidelines as well and when those are final, we will incorporate their recommendations. The dates in our

proposed draft may change – we will have to be fluid to address community needs and ensure safety for staff, such as appropriate personal protective equipment (PPE).

- All staff have been working from home since we closed to the public in mid-March. A limited number of staff will return to the buildings on Monday, May 18 to prepare for curbside holds pickup on Friday, May 22. Staff are now scheduled on blocks to limit exposure and when not in the building, staff will continue to work from home.
- The earliest we will see patrons in the building is June 8 but we will open the building (or remain closed) at the recommendations of Linn County and their re-opening guidelines.
- Our service model will change to ensure staff and public safety as well. The buildings will be prepared with appropriate social distancing strategies. And patron interactions will remain task oriented – no longer will patrons be able to stay until social distancing recommendations are relaxed.
- The Institute for Museum and Library Services is conducting research to determine how long the virus can survive on library materials with everyday use. We hope to know more but all incoming materials will be isolated for 72 hours prior to recirculating.
- We purchased Chromebook laptops and additional hotspots so we can circulate computers and WiFi bundles.
- Ms. Schmidt is communicating with other libraries – locally and nationally – about their reopening. All libraries and their respective responses will be different to meet the needs of their communities, building, and staffing limitations. No two libraries can respond in the same way. Ms. Schmidt noted that similar sized libraries have not yet reopened.
- Library staff will wear reusable cloth masks and will not use medical grade PPE. Staff will be given two to three masks and they are expected to launder them. It is unclear at this point if masks will be required by the public.
- The reopening plan does not specifically address adding restrictions. For example, we can move from Phase 1 to 2 and back down to 1. We will adopt the Linn County's plan and criteria. The final plan will be posted to our website.
- Ms. Schmidt thanked the board for their understanding and patience. She believes the Library teams are doing their best in this uncertain time.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- There being no old business, the meeting continued.

K. Adjournment

- There being no further business, the meeting adjourned at 5:11 pm

The next Board of Trustees meeting will be held on Thursday, June 4, 2020, at 4 pm, location to be determined.