

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**June 3, 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, Todd Simonson, Jessica Musil

**Others:** Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation

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: May 6, 2021

*Mr. Jacobo 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

- At the closing of the fiscal year, the Foundation continues to see growth with the Dolly Parton's Imagination Library (DPIL) program. Enrollment increased with another 100 new enrollments for May. This week, Ms. Tyler presented to an Optimist club, sharing information on the program and the importance of reading readiness.
- The Foundation is working on its FY22 budget as well as fundraising plans and goals. It has been an unconventional and successful fundraising year, and Ms. Tyler expressed thanks to her team despite all the challenges.
- June is a busy month for Ms. Tyler to attend several virtual conferences.

E. Friends of the Library Report – Libby Slappey

- Ms. Schmidt reported for Ms. Slappey. The Friends will host their first in-person Farmers Market sale on Saturday, June 19. They will be on the plaza of the downtown library.

F. Board Education: Summer DARE – Kevin Delecki

- Last year, in response to the pandemic, the Library's programming team adapted the traditional summer reading program as much as possible in three weeks versus the traditional nine month planning period. This year, we will keep the same general structure as previous years: using Beanstack as the online reading tracker and receiving a free book and prize at registration. Adults will receive a gift bag and kids will receive a badge book, which is an enhanced physical version of the online tracking program. This book is funded by GreenState Credit Union.
- Programming has been modified again, taking place out in the community with the Mobile Tech Lab van. It will travel to different 14 locations, culminating in over 95 visits designed for all ages. The Library will also offer four weeklong camps for families and

teens, nine Programs to Go kits, and 33 virtual programs will be posted online. Ultimately, the summer reading program should re-engage and inspire a love of reading for fun.

- Community locations were strategically selected using a specially created community needs map. Many data points were tracked – including Internet access in homes, ethnicities, languages, and socioeconomic status – to identify hot spots for intensive outreach for those with the least access to the Library’s resources. The Mobile Tech Lab van will be unveiled tomorrow at Ladd Library with special guests from the City of Cedar Rapids’ Community Development and Parks & Rec.
- Ms. Sharp asked how registrants at community locations will receive coupons and registration items. The Library will have these available at both library locations as well as each outreach stop. If visiting the building, registrants can pick a free book from the Friends shelves; otherwise, the van will carry a limited varied collection. Ms. Sharp inquired how the camps work. Each family will receive a kit bag with all supplies necessary to participate. Camps are at their own pace and videos can be viewed on social media or the included DVD. The videos leads families through the kit’s activities.

#### G. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - The financial documents show expenses and revenues for ten months of the fiscal year. At this time, revenue is a bit behind as well as expenses. Mr. Ramlo and Ms. Schmidt do not foresee any issues with revenue and expenses as the fiscal year comes to an end.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - State Library of Iowa, Trustees Handbook Discussion
    - Chapter 9: Board Relationships with Director, Staff, and City
      - Mr. Twedt-Ball explained how relationships operate between the three entities that play distinct roles in the Library’s overall mission. He specifically highlighted a chart, noting Library topics or areas and the responsibilities of the board and the director. He noted that the only the director reports to the board and any staff concerns need to follow the library’s procedures.
      - Ms. Sharp asked how we communicate regularly with City Council. In addition to our annual meetings with council members, the Library also regularly communicates through the internal council communications system established for City departments.
      - Ms. McDermott commented that the Library has many new staff and would like to know them. We are creating an internal organizational chart with staff photos for the Library team. Ms. Schmidt noted we will review how to share this with trustees.
- Advocacy Committee – Mary Sharp, Committee Chair
  - Ms. Sharp encouraged trustees to share items on their social media as much as possible.
- Nominating Committee
  - Mr. Wilding and Ms. McDermott have agreed to serve on the committee and will present a slate for action at the July meeting.

#### H. Library Director’s Report

- The Library has been working hard toward its Integrated Library System (ILS) transition; the ILS will transition from June 11-16. During this time, the system will be offline and staff stress is a bit high especially as we are re-opening and entering our busiest season. It is unfortunate timing that cannot be controlled as our former ILS contract expires with the fiscal year on June 30. Talking points regarding this system change will be emailed to trustees.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- FY22 Board Calendar. City Council will start in-person meetings with the July 13's council meeting. The Library Board's July will be last all virtual meeting. We are awaiting guidance from the City regarding hosting public meetings in-person or hybrid; the hope is to receive and implement the guidance for August. Beems Auditorium is booked to maintain distancing for August-November meetings, which deviates from the regular rotation. Due to the Fourth of July holiday, Ms. Musil will establish quorum for July with the possibility of moving the meeting.
- Trustee Recognition. This meeting will be Mr. Ramlo's last trustee meeting. He graciously agreed to stay on one more year from his initial year to provide leadership during this past year. In honor of Mr. Ramlo's service, we have dedicated a chair to him in Whipple Auditorium. Mr. Ramlo shared his thanks to the board.
- **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
  - Ms. Hart read aloud the Iowa Code pertaining to the reason for going into closed session. She noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

*Mr. Ramlo motioned to enter closed session. Ms. Challenger seconded. The motion was carried with unanimous approval following a roll call.*

- The roll call was taken of those present in the closed session: Monica Challenger, Randy Ramlo, Susan McDermott, Clint Twedt-Ball, Mary Sharp, Matthew Wilding, Rafael Jacobo, and Jade Hart; Ms. Schmidt remained, all others departed. The board went into closed session at 4:54 pm.
- The meeting resumed in open session at 5:42 pm.

K. Adjournment

- There being no further business, the meeting adjourned at 5:43 pm

**The next Board of Trustees meeting will be held on Thursday, July 1, 2021, at 4 pm, via Zoom.**