

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**June 4, 2020**

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

**Board members unable to attend:** Mary Sharp

**Staff in attendance:** [Library Director] Dara Schmidt, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Musil, Patrick Duggan, Amber McNamara, Aaron Bock, Jessica Link, Jill Martinez, Susan Moulder

**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 4:02 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: May 7, 2020

*Ms. Kalinsky 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 Foundation had a positive month in May. The organization has modified their budget for the remainder of FY20 – both expenses and revenues – but May donations exceeded the modified expectations.
- The Literary Vines event has turned virtual. This faux tasting will still take place in the comfort and safety of the participants' homes. The Library is supplementing the event with music and book pairings.
- Ms. Tyler and Ms. McNamara were to attend the International Public Library Fundraising Conference this June in Austin. The conference has turned virtual and the pair were asked to present, with John Chrastka with EveryLibrary, about library advocacy. They taped their presentation, which will be a virtual offering for attendees.
- Mr. Ramlo asked if Ms. Tyler has heard about COVID impacts to local non-profit agencies. She noted that human services related agencies are overwhelmed but have received many donations – monetary or items, such as food – to help.
- Ms. Tyler provided an update on Dolly Parton's Imagination Library (DPIL) for Ms. Kalinsky. The program continues to have enrollees of babies as they are born. This past month was again low for enrollments with many children graduating – or turning five – and several families moving.

E. Friends of the Library Report – Libby Slappey

- Our community continues to think of the Friends for book donations during this time. However, they are still unable to accept large donations. Friends anticipate being busy once donations can resume.

F. Board Education: Summer Dare – Kevin Delecki

- The Library's Programming Department has completely altered the way they work to continue offering virtual programs. Even without experience, the team has developed, filmed, and produced 121 virtual programs with over 66,000 views for all age ranges. Content is on Facebook and YouTube.
- The next big challenge was to transition the summer reading program – the Summer Dare – into a virtual environment. What typically takes eight months of planning was done in three weeks.
- Summer Dare will be accessible in several ways:
  - Paper or online, through Beanstack, reading logs
  - Dare activities – redone to ensure social distancing and safety
  - Programs – 144 offerings in eight weeks for all ages. In addition, camps for ages 5-18 will offer virtual and experiential learning for up to 70 children per camp. Each camper will receive all materials required and a DVD with the instructional videos in case the camper does not have Internet access.
- Summer Dare Everywhere will also change. This program brought library materials and activities to kids enrolled in all day summer camps. We continued our partnership with three sites and will drop off weekly materials and items so site staff can distribute items.
- We're also exploring ways to support the Parks and Recreation department including mobile WiFi hotspots in their vehicles and providing activities.
- All Cedar Rapids Community School District students will be enrolled in the Summer Dare program through Beanstack. The kids, over 4,000, will have a library bag and other items delivered directly to their homes.
- Reading into Success' Take 5 program is also giving away five brand new books to children for this summer.
- Lastly, the Summer Dare program kicks off this Saturday, June 6 with a virtual Read-a-thon program.

G. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - Mr. Ramlo reported on the finances. Expenses and revenues are down but for the remainder of the fiscal year, this will balance out. There are no concerns.
  - Ms. Schmidt reported that the City will allow us to carryover any extra unspent funds into the next fiscal year. We know there will be financial impacts for FY21 but don't have a full picture yet. The savings rollover will help.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - There being no report, the meeting continued.
- Advocacy Committee – Jade Hart, Committee Chair
  - There being no report, the meeting continued.
- Nominating Committee – Matthew Wilding
  - A committee has been formed to make recommendations for the FY21-22 Slate of Officers. The slate will be voted on at the July meeting. Mr. Ramlo will serve as chair with MS. McDermott and Mr. Wilding as committee members.

H. Library Director's Report

- Ms. Schmidt re-iterated how proud she is of the passion and work of the programming team to continue providing programming opportunities.
- Curbside holds pickup was well received. In the first four days, the library served 798 patrons and circulated 2,510 items.
- Ladd Library served as a polling place for the June 2 election. At Ladd Library, curbside service was temporarily suspended for the day to reduce exposure risks.
- Book drops, at physical locations in the Metro Library Network and metro area HyVee stores, reopened on June 1. In accordance to CDC and Iowa Department of Public Health

recommendations, all library materials will be quarantined for 72 hours prior to being re-shelved or available for holds. We are still waiting to hear more about the study being conducted on how long the virus survives on library materials, and will adapt our process accordingly.

- Draft Reopen Plan
  - The reopen plan remains the same except for a new reopen date of July 6, which aligns with the City's plan for public buildings.
  - Library staff continue to make plans for a safe re-opening.
  - Ms. Schmidt asked the trustees for their thoughts on how the library should handle DVD check-out. Right now, discs are in dispenser units – should we continue to use the dispensers for DVD check-out while potentially increasing exposure risk, or should we put movies back in the cases. A discussion was held and trustees felt using the DVD dispensers would protect the collection best and asked Ms. Schmidt to find ways to minimize touch.
  - Ms. Schmidt is also considering how to manage building occupancies to reduce exposure.
  - Staff stations will have barriers as a protection measure. They are custom fabrications built by City Facilities Maintenance employees.
- The Library's strategic plan work is on hold pending COVID-19 response. Ms. Schmidt hopes to provide future updates as the libraries re-open and our workflow normalizes.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- FY21 Board Calendar.
  - Trustees reviewed the calendar as presented in the board packet. No suggestions were made.
- Trustee Recognition
  - Ms. Kalinsky's second term ends June 30; this is her last meeting.
- **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
  - Mr. Wilding read aloud the Iowa Code pertaining to the reason for going into closed session. He noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

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

- The roll call was taken of those present in the closed session: Clint Twedt-Ball, Monica Challenger, Randy Ramlo, Susan McDermott, Harriet Kalinsky, Jade Hart, Hassan Selim, and Matthew Wilding; Ms. Schmidt remained, all others departed. The board went into closed session at 5:09 pm.
- The meeting resumed in open session at 5:39 pm.

K. Adjournment

- There being no further business, the meeting adjourned at 5:41 pm

**The next Board of Trustees meeting will be held on Thursday, July 2, 2020, at 4 pm, location to be determined.**