

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**July 2, 2019**

**Board members in attendance:** [Vice President] Jade Hart, Susie McDermott, Monica Challenger (via phone), Hassan Selim, Mary Sharp (via phone)

**Board members unable to attend:** [President] Matthew Wilding, Randy Ramlo, Clint Twedt-Ball, Harriet Kalinsky

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

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

- A. Call to Order
  - Ms. Hart called the meeting to order at 4 pm.
  - The meeting started without having established a quorum. The order of the agenda was changed as reflected below.
- B. Public Comments and Communications
  - There being none, the meeting continued.
- C. Friends of the Library Report – Libby Slappey
  - The Friends will host two coinciding book sales this Saturday: Farmers Market on the Library's Urban Plaza and at the Cherry Building for PrideFest.
  - Ms. Slappey reported she received information from Ms. Hart regarding a Friends group, who presented at the American Library Association (ALA) conference, which sells books on Amazon. The venture has been successful for that group. Ms. Slappey noted the Friends sell a few valuable books online and would be open to doing more but further volunteer support is needed.
- D. Foundation Report – Charity Tyler
  - Ms. Tyler passed out copies of a document detailing donor gifts' support of the library for FY20; this includes the new support of Hoopla.
  - End of the year financial reports are being compiled and the Foundation feels confident that it will end the year positively.
  - The second annual Back to School Social is scheduled for Aug. 10 from 10 am-noon. This event, which highlights the Dolly Parton Imagination Library (DPIL) program, will feature bus rides. The Foundation also hosted its first Ada Van Vechten Society event in June.
  - Ms. Tyler attended DPIL's Homecomin' Conference with the Library's Programming Manager Kevin Delecki, and ALA. Later in July, she will attend and present at the International Public Library Fundraising Conference in Calgary. Ms. Schmidt will also attend.
- E. Board Education: ALA Report – Amber McNamara, Dara Schmidt, and Jade Hart
  - Ms. McNamara, Ms. Schmidt, and Ms. Hart all attended the American Library Association (ALA) conference in June. Ms. McNamara and Ms. Schmidt presented, along with City Manager Jeff Pomeranz, about advocacy efforts. The conference was held in Washington, DC, and included speakers such as Sonia Sotomayor, Hoda Kotb, and George Takei.
  - Ms. Schmidt passed out copies of the book *Palaces for the People* by Eric Klinenberg, who also presented at the conference. The premise is to create and support social infrastructure, such as libraries, schools, and communal spaces, to in turn create strong and supportive communities. She requested that trustees read the book and think about it in ways to improve our library for our community.

Ms. Sharp joined the meeting via phone at 4:39 pm. Quorum was established.

F. Consent Agenda – **Action**

- Minutes: June 6, 2019

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

G. Library Board Committee Reports

- Nominating Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** Slate of Officers FY20
    - The committee nominates Matt Wilding as President and Jade Hart as Vice President to complete a second one-year term.  
*The motion to confirm the Slate of Officers for FY20 carried with unanimous approval.*
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** Policy 3.02 Unattended Children
    - The committee's only recommendation was to remove the word 'serious'.
  - **Action:** Policy 3.07 Special Event Alcohol Use Policy
    - There are no recommended changes to the policy.  
*The motion to reaffirm all of the policies as presented in the packet carried with unanimous approval.*

Ms. Sharp excused herself from the meeting at 4:43 pm.

- Finance Committee – Randy Ramlo, Committee Chair
  - Ms. Schmidt reported that the fiscal year closed on June 30. As a reminder, there will not be a finance report next month as the City will need time to close out the fiscal year.
  - Ms. Schmidt also noted that the Library had extra money remaining in June and spent this on more materials and furniture to replace the table and bench seating between Holds and the Friends Book Nook.
- Advocacy Committee – Jade Hart, Committee Chair
  - There being no action or discussion items, the meeting continued.

H. Library Director's Report

- Ladd Library plans to re-open Saturdays on this Saturday, July 6. The leadership team is also in the process of hiring positions to support Ladd Library, including a programming librarian and branch supervisor.
- The Downtown Ambassadors program has been active for one month. Data for the first month has been compiled. Ambassadors report 552 interactions with people and of those, 502 were deemed productive. Of these interactions, they resulted in 99 referrals for social and human services, one 911 call, and seven police interactions. Most of the reminders given to park users were in regards to smoking and drinking rules in the park and library property. They also report picking up 206 pieces of trash and 76 pieces of recyclable materials.
- The Library is starting work in the Implicit Bias portion of the strategic plan, which includes staff completing several implicit bias tests from Harvard University. Staff will not share the results with their manager.
- The Metro Library Network (MLN) finished another successful year with its OutLoud! Author Series. The program brought in more than 1,000 attendees to the program at the Hotel at Kirkwood Center.

- Ms. Schmidt showed trustees the library's new charging station for patrons. This branded station allows patrons to charge devices with a variety of charging cable connection types, such as Apple and Android. The stations are small and mobile so we can move use anywhere in the library and move them as needed to meet patrons' needs.
- 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 4:56 pm

**The next Board of Trustees meeting will be held on Thursday, Aug. 1, 2019, at 4 pm in the Conference Room at the Downtown Library.**