

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**July 2, 2020**

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

**Board members unable to attend:** Randy Ramlo

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

**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 4:04 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. Nominating Committee – Randy Ramlo

- **Action:** Slate of Officers FY21
  - Jade Hart (President); Clint Twedt-Ball (Vice President).
    - Ms. McDermott reported for Mr. Ramlo. The Nominating Committee formally recommended Ms. Hart and Mr. Twedt-Ball for the FY21 officers. The committee feels they are well suited due to their leadership, commitment and energy.

*The motion to accept the FY21 Slate of Officers carried with unanimous approval.*

- Recognition of Matt Wilding, President
  - Mr. Wilding concluded his term as President. As a strong advocate, Mr. Wilding was involved in many of the committees, the strategic plan work, and community advocacy. Mr. Wilding was a huge supporter of the fine free initiative, which officially started July 1. Ms. Schmidt expressed gratitude at his steady and thoughtful leadership.
  - He was presented with a gift: his last name spelled out in letter photos taken throughout the Library.
  - Mr. Wilding thanked the trustees and noted appreciation at continuing to serve as a trustee.
- Recognition of Rafael Jacobo, New Trustee
  - Mr. Jacobo joined the board, succeeding Harriet Kalinsky whose board term ended in June 2020. Mr. Jacobo, a passionate library supporter, previously served on the Cedar Rapids Community School District's board.

C. Consent Agenda – **Action**

- Minutes: May 7, 2020

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

D. Public Comments and Communications

- There being none, the meeting continued.

E. Foundation Report – Charity Tyler

- The Foundation concluded the fiscal year strongly – even with a revised budget – donations came in higher than anticipated.
- This summer, the Foundation will enact plans to increase Dolly Parton’s Imagination Library (DPIIL) awareness. Enrollment continues to be flat at this time due to disruptions caused by COVID. Currently, we’re serving 57% of the population, a decline from 61% from March. Our goal is to serve 80% of the population in the first four years of the program; we’re currently in year two. Ms. Tyler hopes that the awareness campaign and re-engagement of community partners will boost the program.

F. Friends of the Library Report – Libby Slappey

- The Friends are continuing their efforts even with the libraries closed. Those who wish to donate a few individual books may put them into the libraries’ book returns. For larger donations, pickup can be arranged with the Friends. Items are then quarantined.
- At the Aug. 1 Farmers Market, the Friends will host a drive-by sale.
- A socially distant book sale is being developed. It would allow purchasers \$10 for a box to fill, 10 minutes of browsing, with 10 customers at a time.

G. Board Education: Re-opening Updates – Dara Schmidt

- Ms. Schmidt thanked the Foundation and the Friends for their continued support and patience during this uncertain time.
- Last week, the City announced a new re-opening date for City buildings to July 20. With an increase in cases around Linn County, the City is being cautious. The Library is developing plans to increase services if the closure extends beyond July 20. This could include by appointment computer use and/or browsing. Ms. Schmidt hopes to have more concrete plans to share at the August board meeting.
- Ms. Schmidt provided a preview of what the public can expect to see in the physical buildings in response to COVID safety and exposure reduction.
  - As the public enters our buildings, patrons will see a simplified sign of our requirements: face coverings, limited service and building occupancy restrictions. Upon entering the vestibules, a screen will display the current occupancy, based on counts from our people counting software. Numbers will indicate how many more can enter and change colors as we approach capacity. From there, patrons will then see a six foot banner noting in more detail our safety measures.
  - Staff stations are now enclosed behind semi-permanent plexiglass structures. Social distancing floor stickers help patrons know where to queue. Social distancing reminders are posted throughout the library on end panels.
  - Self checks, public catalogues, and other technology are strategically modified or turned off to discourage close proximity to others.
  - Library furniture has been removed from the floor to further encourage patrons to conclude their computer use or browse time.
  - Computers are either removed (such as in the teen area or the children’s library literacy stations also known as AWEs) or marked out of service to encourage distance between users. Downtown, we anticipate that half of the available computers won’t be an issue for patrons. However, at Ladd, we reduced the computers to 10 and moved the remaining 10 throughout the library to retain the original 20 computers. If issues arise downtown, we can setup other computers. Computer desks also have posting requesting patrons notify a staff member for assistance to clean PCs between users.
- Mr. Twedt-Ball asked about the Opportunity Center at Ladd Library. At this time, the Center is closed to the public. However, staff are conducting meetings and assisting

clients off-site. Ms. Schmidt is communicating with the City's Community Development department to expand Workforce Development services.

- Ms. Challenger asked to clarify how the public computers are laid out. Ms. Schmidt noted that computers are shut off every other computer so no one is directly next to a user but also no one is in front of the user as well.
- Ms. Sharp asked how curbside holds pickup continues to fare. The program's use continues to go well: the daily average is about 260 patrons for downtown and 150 for Ladd, serving approximately 400 unique users every day.

#### H. Library Board Committee Reports

- Ms. Hart noted that FY21-22 committee assignments are almost all set. She noted the following changes: Ms. Sharp will take over as Advocacy Committee Chair and Mr. Jacobo will join that committee as well.
  - Finance Committee – Randy Ramlo, Committee Chair
    - Ms. Schmidt reported. As FY20 concluded, finances were as expected. The Library anticipates rolling over approximately \$300,000 into FY21, which will help make up for a portion of expected budget cuts due to COVID. Mr. Wilding asked how the cuts will impact employees. All vacancies will be evaluated to determine urgency – those that are necessary will be filled while the others will be on hold. There is no risk of job cuts at this time.
    - **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries. Payment in the amount of \$159,835.33 to SIRSIDynix.
      - This annual subscription, which is shared among the Metro Library Network (MLN), is in its last year of a five year contract. MLN leaders are looking to complete an RFP to determine if SIRSI or another product will best serve the libraries.
- The motion to accept the purchase order and payment of \$159,835.33 to SIRSIDynix passed with unanimous approval.*
- 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.

#### I. Library Director's Report

- Ms. Schmidt highlighted one particular Great Story in the Director's Report portion of the packet. It is a screenshot from the Library's teen Discord server, outlining a conversation of gratitude about the library and the friendships made.
- The Library staff is adjusting to a delayed opening date of July 20. The Strategic Plan has not been the main focus as we've been primarily working through operational changes to address COVID. Ms. Schmidt intends to adapt the strategies to our new normal starting in August or September.
- Ms. Schmidt encouraged the trustees to read the Continuity of Service plan as printed in the board packet. This document, primarily for staff, has been updated through the pandemic response to accurately reflect what we've done versus our original plan, which was written with best guesses ahead of an unknown future.
- Ms. Hart asked about how staff is coping. Ms. Schmidt noted that morale ebbs but in general, staff is doing well and adapting to the change. They remain service-minded.

#### J. Old Business

- There being no old business, the meeting continued.

#### K. New Business

- There being no new business, the meeting continued.

L. Adjournment

- There being no further business, the meeting adjourned at 5:10 pm

**The next Board of Trustees meeting will be held on Thursday, August 6, 2020, at 4 pm, location to be determined.**