

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
July 5, 2018

Board members in attendance: [Vice President] Matthew Wilding, Jade Hart, Hassan Selim, Mary Sharp, Randy Ramlo, Susie McDermott, Monica Challenger

Unable to attend: [President] Harriet Kalinsky, Clint Twedt-Ball

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Hollie Trenary, Jessica Musil, Patrick Duggan, Erin Horst, Jessica Link, MJ Eyzaguirre

Others: Charity Tyler, Executive Director of the CPRL Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Kaity Lindgren, VISTA; Jean Kirby, community member

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – Action
 - Minutes: June 7, 2018
 - Ms. McDermott motioned to accept the consent agenda. Ms. Hart seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
 - There being none, the meeting continued.

Mr. Hassan joined the meeting at 4:06 pm.

- D. **Action:** Nominating Committee Slate of Officers Recommendation – Susan McDermott, Committee Chair
 - Matthew Wilding (President); Jade Hart (Vice President)
 - The motion to appoint Mr. Wilding as President and Ms. Hart as Vice President was carried with unanimous approval.*
 - Mr. Wilding also welcomed a new board member, Monica Challenger. Ms. Challenger lives with her family in Cedar Rapids, where they moved 20 years ago. She takes over Ms. Livengood's board term.
- E. Resolution in thanks of Kaity Lindgren
 - Mr. Ramlo motioned to accept the resolution of thanks. Ms. Hart seconded. The motion carried with unanimous approval.*
 - Ms. Lindgren served the Library as the AmeriCorp VISTA Literacy Programs Coordinator for the past two years. During her time, Ms. Lindgren helped to create or adapt programs to increase literacy opportunities for local area children.
- F. Foundation Report – Charity Tyler
 - The Foundation wrapped up FY18. Next year, the Foundation plans to focus on the continuation of Dolly Parton Imagination Library and the growth of the program.
- G. Friends of the Library Report – Libby Slappey
 - The Friends book wagon has been making appearances at local events and handing out free books to children.
- H. Service Spotlight – MLN Mobile – Hollie Trenary
 - The Metro Library Network system has debuted a new mobile app for all phone types. This replaces the previous app, MLN2GO, which could only be used on iPhones. The app has more capabilities for branding, push notifications, and displaying Library events. Users can also scan any book and the app will search the library's collections for availability. Parents can also track their family member's library cards and accounts in one app.

I. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair

- The May financials are 1/12th of the way through the fiscal year. All expenses and revenues are on track as the year closes.
- **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 \$136,882.71 to SIRSIDynix.

The motion to approve the purchase order and payment to SIRSIDynix in the amount of \$136,882.71 passed with unanimous approval.

- **Action:** Janitorial Contract Amendment

- With the addition of Sunday hours at the downtown library, we need to add cleaning service. Ms. Schmidt has recommended trialing a day porter on Sundays to work from 2-6 pm versus an overnight four-person crew. We will evaluate the effectiveness of the plan between now and the contract renewal this fall. The price increase is \$4,812 a year.

The motion to approve the janitorial contract amendment passed with unanimous approval.

- Personnel and Policy Committee – Susan McDermott, Committee Member

- **Action:** Approve Director's two step increase of 5%

- Ms. McDermott provided an overview of how the City defines and uses steps and cost of living increases annually. She also noted that last year, Ms. Schmidt's grade was increased to align with other City directors. The City does not use merit increases except in a few cases.
- The committee recommends a two step increase this year because of Ms. Schmidt's exemplary year; she specifically cited the National Medal, The Opportunity Center at Ladd, and her review results.

The motion to approve the Library Director's two step increase of 5% carried with unanimous approval.

- Advocacy Committee – Jade Hart, Committee Chair

- From Awareness to Funding: Voter Perceptions and Support of Public Libraries in 2018

- Ms. Hart highlighted a report from OCLC on current perceptions and support among voters for public libraries; this particular report is a follow-up from an initial study completed in 2008. The study was completed with voters, which does not necessarily equate to patrons.
- The report shows that in the last ten years while voters still support libraries, their support is declining. Voters still believe that libraries hold value but committed support is softening. In addition, the report indicates that voters are unclear on how libraries are funded.
- Ms. Hart discussed how the Advocacy Committee will utilize this information to help guide their advocacy efforts and tactics to shape the future.

J. Library Director's Report

- Construction around the downtown library continues. Ms. Schmidt noted that we are seeing a decline in circulation, particularly for the children's collection and door counts. It is unclear if the other libraries in the network are seeing increases in their usage statistics. It is anticipated that construction will conclude in late July to early August, depending on the weather.
- On July 1, library hours expanded with Sunday hours downtown and 8-9 am Mondays-Thursdays at Ladd. 267 people visited downtown on Sunday and 16 people on Monday

and then again on Tuesday visited Ladd between 8-9 am. Ms. Schmidt reminded the board that we are piloting these new hours.

- City Facilities Maintenance is finalizing the bid for the construction of the Opportunity Center at Ladd Library. The bid document should be released by the end of July.
- The new City HR director has started this week.
- The strategic planning work groups have completed their work. The staff were passionate and did great work. Ms. Schmidt has prepared the documents for feedback and further work from The Ivy Group. Their initial reactions have been positive and complimentary. Ms. Schmidt plans to bring content to the August board meeting.
- A committee has been formed to improve the safety and vibrancy of Greene Square. Ms. Schmidt represents the Library. The committee is also making connections with community partners to address social issues, such as a day shelter.

K. Old Business

- There being none, the meeting continued.

L. New Business

- There being none, the meeting continued.

M. Adjournment

- There being no further business, the meeting adjourned at 5:12 pm

The next Board of Trustees meeting will be held on Thursday, September 6, 2018, at 4 pm in the Community Room at the Ladd Library.