

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
July 6, 2017

Board members in attendance: [President] Harriet Kalinsky, Mary Sharp, Susie McDermott, Jade Hart, Hilery Livengood (via phone), Hassan Selim

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

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Kevin Delecki, Lisa Miles, Jessica Link, Jessica Musil, Patrick Duggan, Hollie Trenary, Erin Horst, Lisa Miles, Mary Beth McGuire, Melanie Schweiss

Others: Charity Tyler, Executive Director of the CPRL Foundation; Amy Becker; Libby Slappey, Friends of the Cedar Rapids Public Library

- A. Call to Order
 - Ms. Kalinsky called the meeting to order at 4 pm.
- B. Consent Agenda – Action
 - Minutes: June 1, 2017 and June 30, 2017
 - Special Event Applications (3)

Ms. Hart motioned to accept the consent agenda. Mr. Selim seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.

Ms. Sharp arrived at 4:02 pm.

- D. Foundation Report – Charity Tyler
 - The first non-event fundraiser was successful. To date, it raised more money than the May 2016 appeal. A final total is not yet known as gifts are still being received including matching gift contributions.
 - Ms. Tyler attended two conferences in June: Dolly Patron’s Imagination Library Homecomin’ and American Library Association (ALA) Conference in Chicago, where she was a presenter. Ms. Tyler and Kevin Delecki, Library Programming Manager, attended Homecomin’ to learn more about the Imagination Library program, implementation, and the research showing long-term impacts on the children in the program. Ms. Tyler is applying for grants and has other meetings scheduled to pursue this initiative for our community.
- E. Friends of the Library Report – Libby Slappey
 - The Friends Board has a new slate of officers with the start of their new fiscal year on July 1. Ms. Slappey is the new president with Jan Frischkorn as Vice President, Barb Rhame as Secretary, and Riley Williams as Treasurer. The board also welcomed two new members.
 - This month, they will have a planning session to focus on sales, marketing and volunteers.
- F. Service Spotlight: WiFi Hotspots – Patrick Duggan
 - In April, the Library, along with Marion and Hiawatha public libraries, launched a circulation project of WiFi Hotspots. This gives patrons the ability to use 25G of data on the Verizon cellular network for multiple personally-owned devices. Patrons can check out the hotspots for up to 3 weeks. Cedar Rapids has 15 and they have circulated 57 times since April; all the devices across the Metro Library Network (MLN) have circulated 94 times.

- The Library wishes to expand the project; quantity and timeline are yet unknown. We are considering circulation options to make hotspots a holdable item and to increase availability.
- G. Library Board Committee Reports
- Nominating Committee – Mary Sharp, Committee Chair
 - **Action:** FY18 Slate of Officers.
 - Ms. Sharp, Ms. Hart and Mr. Lock presented the slate of officers for FY18. They would like Ms. Kalinsky to continue as President and Mr. Wilding to continue as Vice President.

The motion to accept the FY18 Slate of Officers carried with unanimous approval.
 - Finance Committee – Randy Ramlo, Committee Chair
 - There is nothing to report.
 - Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - **Action:** Board Policy 2.04: Confidentiality of Library Records
 - The policy was updated to acknowledge that we collect patron’s personally identifiable information; however, staff access to the record is restricted to performing assigned duties. The language also includes that the Library maintains security standards and procedures to prevent unauthorized use of data.

Ms. Sharp motioned to approve the updated Board Policy 2.04. Mr. Selim seconded. The motion carried with unanimous approval.
 - **Action:** Board Policy 3.05: Behavior Policy
 - State law recently changed that would allow firearms and weapons into public buildings. Ms. Schmidt and the City Attorney’s office discussed the policy change restricting bringing firearms or weapons into the libraries. The committee made the recommended changes for the comfort of patrons and staff.

Mr. Selim motioned to approve the updated Board Policy 3.05. Ms. Sharp seconded. The motion carried with unanimous approval.
 - Advocacy Committee – Jade Hart, Committee Chair
 - There is nothing to report.
- H. Library Director’s Report
- Ms. Schmidt formally welcomed the newest trustee Hassan Selim; he will complete Joe Lock’s term.
 - The Institute for Library and Museum Services National Medal Award ceremony will be held on Monday, July 17. Mr. Selim will attend as a community member – he wrote a letter of support for the Library’s application. In addition, Ms. Kalinsky and Amber Mussman, Community Relations Manager, will also attend. The ceremony will be at the National Archives and award-winning journalist Cokie Roberts will present the award.
 - Ms. Schmidt highlighted the section of the packet’s Directors Report titled Continuing Education. She encouraged the trustees to follow the provided link on Strengthening Networks and Sparking Change. She attended a particularly powerful presentation at the ALA Conference by Rip Rapson that asserts democracy is at risk without strong libraries.
 - Ms. Schmidt reviewed the FY18 Operating Plan. Some items are continuations from the FY17 plan, such as Support Entrepreneurship, Take on Literacy and Streamline MLN Processes. New initiatives include design staff training and development, enhance readers advisory, open Center for Working Families, build an Imagination Library and take the Library everywhere.
- I. Old Business
- There being none, the meeting continued.

J. New Business

- **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries. Payment not to exceed \$134,080.45 to SIRSIDynix

- Last year, we renewed the contract for five years. This respective invoice is for FY18's subscription.

Ms. Hart motioned to approve the purchase order and payment to SIRSIDynix in the amount of \$134,080.45. Ms. McDermott seconded. The motion carried with unanimous approval.

K. Adjournment

- There being no further business, the meeting adjourned at 5:02 pm

The next Board of Trustees meeting will be held on Thursday, Aug. 3, 2017, at 4 pm in the Conference Room at the Downtown Library.