

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**July 7, 2022**

**Board members in attendance:** [President] Jade Hart and [Vice President] Clint Twedt-Ball, Susie McDermott, Jeremy Elges, Elisabeth Hepworth, and Chris Casey (all in person); Monica Challenger and Hassan Selim (via Zoom)

**Unable to attend:** Rafael Jacobo

**Staff in attendance:** Dara Schmidt, Amber McNamara, Todd Simonson, and Jessica Musil (in person); Patrick Duggan and Erin Horst (via Zoom)

**Others:** Libby Slappey, President, Friends of the Cedar Rapids Public Library (via Zoom)

- A. Call to Order
  - Ms. Hart called the meeting to order at 4 pm.
- B. Nominating Committee – Susie McDermott, Committee Member
  - **Action:** Slate of Officers FY23
    - Clint Twedt-Ball (President) & Monica Challenger (Vice President)
      - The committee recommended Mr. Twedt-Ball to serve as President and Ms. Challenger to serve as Vice President. There was no discussion.  
*The motion to accept the Slate of Officers for FY23 carried with unanimous approval.*
  - Recognition of Jade Hart, President. Ms. Hart was appointed the board's president in June 2020. Her term, which was during the pandemic, remained steady with her thoughtful and supportive leadership. Mr. Twedt-Ball and Ms. Schmidt expressed gratitude and thanks to Ms. Hart. She was presented with a gift: her last name spelled out in letter photos taken throughout the library.
  - Welcome of Chris Casey and Elisabeth Hepworth, New Trustees
    - Ms. Casey and Ms. Hepworth were welcomed to the board. Ms. Hepworth is honored to serve on the board, especially focusing on the library's work with immigration and refugee populations. Ms. Casey previously volunteered on the Library Foundation board, and remained passionate about literacy following that term, and is excited to serve in another capacity.

Mr. Selim joined the meeting at 4:09 pm.

- C. Consent Agenda – **Action**
  - Minutes: June 2, 2022
  - Special Event Application

*Ms. Hart motioned to accept the consent agenda. Ms. McDermott seconded. The motion carried with unanimous approval.*
- D. Public Comments and Communications
  - There being none, the meeting continued
- E. Foundation Report – Charity Tyler
  - Ms. Tyler is traveling. Ms. Schmidt noted updates for the Foundation will be addressed in the Westside Project Committee report.
- F. Friends of the Library Report – Libby Slappey
  - Ms. Slappey reported. The Cherry Building space has been reduced by half, which also reduces their expenses. The Friends earned well during the July Farmers Markets. Sales figures for the Amazon account have also done well.

- The group is planning their annual weekend fall sale in November, which will be hosted at the downtown library for the first time since 2013.
- G. Ms. Casey asked how long the Friends have sold books on Amazon. Ms. Slappey believes the online sales started at least five years ago. She explained how the system works.
- H. Library Board Committee Reports

- Finance Committee – Monica Challenger, Committee Chair
  - Ms. Challenger reviewed the May 2022 financials. The library is slightly below our revenues; however, there is no concern because revenues match the expenditures. Discussion of printing management – lease so we don't have to fix, newer equipment, ADA compliance and more supported languages.
  - **Action:** Access Systems Print Management Agreement
    - The library sought a new print management system to replace and improve aging equipment; reduce staff time, down time, and internal maintenance; and offer ADA compliant machines and language options. The library recommends a lease instead of buying equipment to allow for improvements at the end of the five-year term.

*The motion to accept the Access Systems print management agreement, as presented in the packet, carried with unanimous approval.*
- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - **Action:** Policy Review. The follow policies were reviewed by the committee.
    - 2.04 Confidentiality of Library Records. The committee recommended clarifying that room reservation contact information is considered public record and is displayed on the screen outside the room. The final sentence was struck because it does not match actual practice.
    - 3.02 Unattended Children. No changes were recommended.

*The motion to accept the policies as presented in the board packet was carried with unanimous approval.*
- Westside Project Committee – Clint Twedt-Ball, Committee Chair
  - Mr. Twedt-Ball reported. The Foundation board moved to purchase a 27-acre plot of land at the intersection of Wiley Blvd and 20<sup>th</sup> Street SW. The permanent Ladd Library will take up a portion, and remaining land will be sold. This parcel was not originally for sale but after conversations with the land owner, the Foundation came to an agreement for purchase. The land is very close to Ladd's current location, which is intentional to continue prime impact in that neighborhood.
  - In addition, the Library has released an RFP seeking an architect firm to design, bid, and build the new westside library project. Bids are due Friday, July 22.
  - Ms. Casey asked if the Library worked with the City to select this property. Yes, the City has been involved and helped to identify parcels of land or existing buildings that would meet the project requirements. For example, it must remain in the area, be on the bus route, etc.
  - Mr. Twedt-Ball asked when we should expect to hear from county regarding ARPA funds? Ms. Schmidt anticipates we will know by August. Funds must be spent by the end of 2026. Ms. Casey asked if there are concerns about the expenditure deadline. Ms. Schmidt noted the deadline is tight but projections indicate we have enough time. The financial feasibility study will be done around the same time an architectural firm is hired, so the firm can better understand available funding as the design has to align with the feasibility study.

Mr. Twedt-Ball noted that the Library Board committees' members will change and he'll reach out to individual trustees regarding requests to join committees for the fiscal year.

I. Library Director's Report

- The community's Campaign for Grade Level Reading, called Reading into Success, collaborates with the library to house a Literacy Coordinator position. The current funding stream ends this year, so the library is looking at other funding streams including partial library funding in support of the strategic plan.
  - The Materials department debuted a new resource called PressReader. Users can browse over 7,000 newspapers and magazines in over 60 different languages. Our community can then access more than what we can offer in print.
  - In the last month, over 3,000 patrons have attended off-site and in-building programs. We are excited to serve so many following limited programs in the last two years.
  - The Library has filled a new position, Library Navigator, this fiscal year following a request for personnel increases. The Service Navigator and Library Navigator positions are collaborations with Willis Dady Emergency Services. The positions work together to offer case management and social service navigation for patrons in the library.
  - Strategic Plan – Operational Plan
    - The leadership team reviewed the plan and split it up over the next three years based on variables, such as timing, order, and department availability. Tasks were then assigned to departments and a leader. Strategic plan committees are formed with interested staff who then complete the work. Staff will first create the initiatives and the measures of success.
    - Ms. Schmidt briefly reviewed the year one calendar. Starting in July, a few initiatives will begin. The board will get regular reports as initiatives conclude as well as see reports in the board packet.
  - Ms. McDermott received the American Library Association (ALA) and United for Libraries Trustee Citation at the June ALA conference in Washington, DC. She was selected as the 2022 awardee out of hundreds of applications from across the nation. Ms. Schmidt included an article in the board packet. The article outlines the service and dedication Ms. McDermott has served the library and community as a library volunteer and trustee.
- 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 5:01 pm.

**The next Board of Trustees meeting will be held on Thursday, August 4, 2022, at 4 pm in the Conference Room, Downtown Library**