

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Aug. 1, 2019

Board members in attendance: [President] Matthew Wilding, [Vice President] Jade Hart, Susie McDermott, Monica Challenger (via phone), Hassan Selim, Mary Sharp, Clint Twedt-Ball, Harriet Kalinsky

Board members unable to attend: Randy Ramlo

Staff in attendance: [Library Director] Dara Schmidt, Amber McNamara, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Link, Mary Beth McGuire, Jessica Musil

Others: Libby Slappey, President, Friends of the Cedar Rapids Public Library; Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; April Wing, City Manager's Office, City of Cedar Rapids; Judy Goldberg and Jenny Schulz, Kids First Law Center

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: July 2, 2019
 - Special Event Applications (4)

The motion to accept the consent agenda carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Foundation Report – Charity Tyler
 - The Dolly Parton Imagination Library (DPIL) program has surpassed 5,000 enrolled children. As of Aug. 1, it also includes 933 graduates from the program. Ms. Tyler launched a sustaining donor program for DPIL.
 - The second annual Back to School Social will take place on Saturday, Aug. 10 from 10 am-noon. DPIL families are invited, along with the community, to participate in bus rides. Approximately 700 attendees participated last year.
 - Ms. Tyler and Ms. Schmidt recently returned from the International Public Library Fundraising Conference in Calgary, Alberta, Canada.
- E. Friends of the Library Report – Libby Slappey
 - The Friends started a Facebook marketing campaign, which will run through the Fall. The Friends are awaiting data to determine market reach.
 - The Friends will host two more Farmers Market sales before returning other future sales to the Cherry Building.
- F. Board Education:
 - Equity Lens – April Wing, City Manager's Office
 - The Library's strategic plan is investigating inclusion, which also called for the selection and use of an Equity Lens. The City of Cedar Rapids has recently developed an equity lens and used it recently with a pilot group, consisting of multiple city departments.
 - Ms. Wing shared information on how the City developed the Social Equity Impact Assessment. She also outlined the highlights of the pilot group study. Multiple departments were able to identify, plan for, and in some cases, already make policy changes to reduce barriers to City services.
 - The Library will participate in the next pilot group, specifically looking at the Behavior, and Fines and Fees policies.
 - Restorative Justice – Judy Goldberg and Jenny Schulz, Kids First Law

- Kids First Law received a grant from the SET Taskforce to pilot a restorative justice program at the downtown library. The idea is to help teach and model conflict resolution so participants can remain in the library instead of being asked to leave. As needs arise, patrons may choose to participate in circles with Ms. Goldberg and a library staff member. This facilitation allows participants to navigate issues and seek mutual resolution. The program has also included staff training. There is some trial and error on successfully implementing it at the Library but most of the circles have been positive.
- G. Library Board Committee Reports
 - Finance Committee – Randy Ramlo, Committee Chair
 - Ms. Schmidt noted that the Library does not yet have its final June numbers so the committee did not meet last month.
 - Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - The committee will meet again in August and will have a report next month.
 - Advocacy Committee – Jade Hart, Committee Chair
 - The committee will provide an update following its next meeting at the end of August.
- H. Library Director's Report
 - Ms. Schmidt recently returned from the International Public Library Fundraising Conference in Calgary, Alberta, Canada, which she attended with Ms. Tyler. This conference helped her to better understand her role with the Foundation and its board.
 - The Library's Strategic Plan has several initiatives currently in progress:
 - *Incorporate Ready 10*: a new collection and toys, which focus on the strategies for ages birth to 5, have been placed in the Children's Library.
 - *Pathway to Patron Discovery*: Erin Horst will present the progress on this initiative at the next board meeting.
 - *Target Pockets of Need*: We have started this by informally developing relationships with senior citizens and area residential facilities. This preliminary work will help to develop strategic programs in the near future. In addition, Ms. McNamara is using data to increase cardholders, specifically DPIL families and rural Linn County residents.
 - *Examine Libraries Fine and Fee Policies*: A committee has formed and is compiling national library data as well as internal library data to develop a recommendation for the board to consider.
 - The State Library is changing the way libraries will report digital services in the annual surveys. Our data may appear to be significantly different in the FY19 annual report as our digital use is steadily increasing. In addition, our meeting room numbers appear to have gone down as well. This is attributed to the change between room reservation systems earlier this year.
- 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 5:01 pm

The next Board of Trustees meeting will be held on Thursday, Sept. 5, 2019, at 4 pm in the Community Room at the Ladd Library.