

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
August 5, 2021

Board members in attendance: [President] Jade Hart, [Vice President] Clint Twedt-Ball, Monica Challenger (via phone), Rafael Jacobo (via phone), Susie McDermott (via phone)

Absent: Matt Wilding, Mary Sharp, Hassan Selim

Staff in attendance: [Library Director] Dara Schmidt, Patrick Duggan, Jessica Musil, Kevin Delecki, Amber McNamara

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Peggy Oettinger Community Member

- A. Call to Order
 - Ms. Hart called the meeting to order at 4:02 pm.
- B. Consent Agenda – **Action**
 - Minutes: July 1, 2021

Mr. Twedt-Ball motioned to accept the consent agenda. Ms. Challenger seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - Peggy Oettinger, community member, addressed the board.
- D. Foundation Report – Charity Tyler
 - The Foundation experienced a busy first month of the new fiscal year. The fundraising committee, which finalized its FY22 plan, is hopeful to host an in-person Literary Vines fundraising event in spring 2022.
 - The Foundation is exploring new revenue streams with an online store. They found success in online product sales in lieu of a face to face fundraising event.
 - The Library, through the Foundation, has received a new bequest from a local gentleman Mr. O'Brien who left two retirement accounts to the library. The Foundation will work with insurance company on these and anticipate settling by the end of the year.
 - Ms. Tyler thanked Ms. Schmidt for hosting the inaugural tri-board retreat, made up of Friends, Foundation, and library trustees. The 14 attendees had lunch, a tour, and learned about the respective organizations and how they work together to support the library.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Slappey was unable to attend and there being no report, the meeting continued.
- F. Board Education: Summer Dare Summary – Kevin Delecki
 - This summer's program was not quite as unusual but adapted to offer virtual or out of the building programs. The new mobile technology van debuted and reached people in their respective neighborhood.
 - From June 5 to July 29, library staff provided 102 outreach visits in 15 locations serving 4,738 people. Some of these visits were done in conjunction with the City's Parks and Recreation department. Staff are conducting surveys regarding these visits and have received positive feedback.
 - In addition, staff continue to offer virtual programming. This has been reduced compared to last summer but offerings are focused on the most popular and impactful programs. We found great success in teen and family camps, self-paced guided camp kits, and nine Programs to Go kits.
 - Summer Reading participants and logged minutes was lower than previous years. Though this is not a failure of the program, rather a re-alignment of what we may experience in the future.

- Mr. Twedt-Ball asked how the programming team determined where to visit. Some of it was a given based on where Parks and Recreation were going. Otherwise, the team used a custom asset map to determine suitability based on criteria, such as broadband, census data, distance from library, accessibility factors, and more to ensure the greatest impact.
- Ms. Hart asked how much of this programming be integrated in future plans. This first year is a test to understand capacity and areas of community impact. We are seeing people who wouldn't have come to the library pre-COVID. Park visits will continue.

G. Library Board Committee Reports

- Finance Committee – Monica Challenger
 - Ms. Schmidt welcomed Ms. Challenger as the new Finance Committee chair. There is no report this month as the committee did not meet in July as the fiscal year changed over.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - There being no report, the meeting continued.
- Advocacy Committee – Mary Sharp, Committee Chair
 - Ms. Schmidt reported for Ms. Sharp. Recently, Ms. Sharp met with all three mayoral candidates and had great conversations about the Library. As a reminder, trustees will meet with city council members in November for annual conversations ahead of the budget approval.
 - Linn County will host a community meeting at the library to discuss their priorities for ARPA funds. Ms. McNamara sent information to trustees. Ms. Schmidt encouraged trustees, Friends, and Foundation members to provide feedback on this potential funding opportunity.

H. Library Director's Report

- Ms. Schmidt represented the Library at a recent City Directors meeting, which discussed mask mandates in City buildings. Library leadership will continue to look at previous procedures and practices for pandemic response. It was written in such a way that ceased all mitigation after 'vaccines readily available'; however, we're beyond that point but the pandemic impacts continue. At this time, there are no services changes.
- The Library hosted a memorial service for a former board member Curran Rosser. She played a role in the 1985 library. The family was very kind and complimentary of the Library and staff.
- With the help of City Facilities, the Library released a bid to repave the downtown parking lot. The permeable pavement has failed. Even with the paving, we can still drain the water into the underground chambers, which help with storm water management. The goal is to have the parking lot done in stages to reduce disruption and be completed before winter.
- A Request for Proposal is out for the west side library project. The awardee will help solidify the project's vision. The bid closes at the end of August and soon after, Ms. Schmidt will form a committee – made up of trustees, Library staff, and City and County representatives – to work on the early phases of this project.
- For her annual performance goal, Ms. Schmidt noted the goal 'Align library finances and organization structure to hire data specialist by September, 2021' has been completed with the promotion of Sarah Voels to Community Engagement Librarian. Ms. Voels will be instrumental in the work.
- The next iteration of the strategic plan work will start in the fall. We will review the existing plan and its main objections – Literacy, Access, and Inclusion – and re-evaluate our strategies in a post-COVID world with an equity lens. We will host staff and community input sessions to gather feedback and develop the plan.
- Mr. Twedt-Ball asked if Ms. Schmidt knew how adult literacy and equity breaks down in the area, citing percentages of varying degrees of illiteracy versus partial literacy. We receive information from census data, which we will review. Beyond that we can talk to

community partners that may see gaps or other information that the census data can't provide.

- 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 4:50 pm

The next Board of Trustees meeting will be held on Thursday, September 2, 2021, at 4 pm, in Beems Auditorium, Downtown Library