

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
August 6, 2020

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

Staff in attendance: [Library Director] Dara Schmidt, Todd Simonson, Jessica Musil, Patrick Duggan, Amber McNamara, Aaron Bock

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

A. Call to Order

- Ms. Hart called the meeting to order at 4:01 pm.
- This electronic meeting of the Library Board of Trustees is being held because meeting in person is impossible and impractical due to concerns for the health and safety for Library trustees, staff, and community members presented by COVID-19. An electronic meeting is allowed by Iowa Code Section 21.8 and Governor Reynolds proclamations of emergency disaster. All trustees and staff are joining from home. This meeting is also live on the Library's Facebook page.

B. Consent Agenda – **Action**

- Minutes: July 2, 2020
- Special Event Application

Mr. Wilding motioned to accept the consent agenda. Ms. Challenger seconded. The motion carried with unanimous approval.

C. Public Comments and Communications

- There being none, the meeting continued.

D. Foundation Report – Charity Tyler

- Ms. Tyler, President-elect for United for Libraries, a division of the American Library Association (ALA), noted that the organization has been busy with a virtual conference this week. Ms. Schmidt shared that Ms. Hart and Ms. Challenger have participated and we will have access to the conference recordings later this month.
- Dolly Parton's Imagination Library (DPIL) enrollment has increased in July. Ms. Tyler attributes this to reconnection and recommitment with community partners in addition to a social media campaign. The Foundation is in the midst of the Fill the Bus Campaign, which benefits the DPIL program.

E. Friends of the Library Report – Libby Slappey

- The Friends hosted their first grab bag sale, which was comprised of children's materials – and they sold out. The group continues to focus on online sales and are planning to enhance online sales in the months to come.

F. Board Education: Service & Response during a Pandemic – Dara Schmidt, Aaron Bock, and Todd Simonson

- The Library has adopted its materials and public service response in light of the pandemic. Ms. Schmidt shared that staff have been flexible and creative so we can continue to meet needs in a safe manner for our community and staff.
- Aaron Bock, Interim Materials Manager, reported on Materials changes. In the early months of the pandemic, physical circulation stopped and digital circulation increased dramatically as this was the only way to access library materials. Content included eBooks, downloadable audiobooks, and streaming video. We increased spending on digital

materials during this time as well. Now that holds pickup is available, physical materials spending started again.

Ms. Sharp joined the meeting at 4:38 pm.

- Todd Simonson, Public Service Manager, reported how the Public Service department changed. When the libraries first closed, staff shifted to working from home – answering phones and responding to reference questions. In May, curbside holds pickup started and staff adapted new processes to serve needs. Similarly, in July, the Library started curbside printing. We had requests from the community to start printing documents, and the public service team met the need. By the end of July, we added appointment-based computer use.
- All new processes are evaluated for two weeks so we can determine if further changes are needed. This also helps staff make the changes in a safe way without overwhelming the staffing model. Library leadership produces training videos and standard operating procedures, which are also monitored and updated as needs and tasks change.
- Ms. Sharp asked about future public service offerings. Ms. Schmidt shared that we will no longer require a 24-hour notice to make computer appointments and we will offer holds pickup in the lobby.
- Ms. Schmidt also shared that staff were surveyed on what services we should offer next and their comfort level to provide those services. In addition, they were asked about the current schedule model. The Library wishes to be a family-friendly employer and with the uncertainty of school, we need to support families. A majority of the staff felt the current schedule system works for their families.

G. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - The Library does not have a financial report yet for June, as it takes time for the City of Cedar Rapids' Finance Department to close out the fiscal year. We will have a report for July at the September board meeting.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - **Action:** Policy 3.04: Behavior
 - Starting July 1, state law changed regarding weapons in public buildings. While the committee may not agree with the revised law, members want to focus on equity and inclusion. Mr. Twedt-Ball read the changes as presented in the board packet.
The motion to accept the changes to Policy 3.04 carried with unanimous approval.
 - **Action:** Policy 6.00: Professional Development
 - The committee would like to amend this policy to include tuition reimbursement for all benefitted employees. This was previously in the Union contract; however due to changes in the state law regarding Union contracts, this is no longer a negotiable item. Typically, the Library follows the City of Cedar Rapids' policy but City policy only granted tuition reimbursement for full-time staff.
 - Mr. Ramlo asked how much this typically costs. Ms. Schmidt noted that only two part-time staff have been approved in the past six years; she believes it is no more than \$1,500 per person per year.
The motion to accept the changes to Policy 6.00 carried with unanimous approval.
- Advocacy Committee – Mary Sharp, Committee Chair
 - Ms. Sharp reported that the committee met this month, and will schedule routine meetings going forward. The committee is developing messaging for DPIL in

addition to an Advocacy Calendar. It would include action items such as budgetary talks with City of Cedar Rapids leadership.

H. Library Director's Report

- The Director's Report has detailed information as to how the Library has or will change its strategic plan to meet the community's changing needs presented by COVID-19. Ms. Schmidt encouraged everyone to read the report but highlighted a few of the year two initiatives:
 - The Library has worked closely with the Cedar Rapids Community School District to register all 16,500 district students for library cards. This will ensure access and eliminate barriers to our physical and digital materials.
 - The Opportunity Center at Ladd Library has a new partner, Urban Dreams. This non-profit serves underrepresented and underserved populations. The focus will be on workforce development.
 - The Library Spaces initiative will wait for year three. As spaces are strategically altered to decrease COVID-19 risk and transmission, this work will be most beneficial in the future.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- Ms. Challenger noted that she appreciated learning from other libraries during the United for Libraries Conference. She was proud to hear that libraries are lifting up diversity and inclusion.

K. Adjournment

- There being no further business, the meeting adjourned at 5:21 pm

The next Board of Trustees meeting will be held on Thursday, September 3, 2020, at 4 pm, via Zoom.