

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Sept. 5, 2019

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

Board members unable to attend: Hassan Selim

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

Others: Libby Slappey, President, Friends of the Cedar Rapids Public Library

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: Aug. 1, 2019
 - Special Event Applications

Ms. McDermott motioned to accept the consent agenda. Ms. Kalinsky seconded. The motion carried with unanimous approval.

Mr. Twedt-Ball joined the meeting at 4:01 pm.

- C. Public Comments and Communications
 - There being none, the meeting continued.

Ms. Sharp joined the meeting at 4:02 pm.

- D. **Action:** Resolution of Thanks – Downtown Ambassadors
 - The board would like to pass a resolution to thank the Downtown Ambassadors program. The ambassadors will receive the formal thank you at the next board meeting.
 - Final outcomes are still being compiled for the summer pilot project. Ms. Schmidt shared that overall the program showed a reduction in police calls and that ambassadors helped refer persons to additional services. The program team will revisit the metrics to determine the project's continuation.

Mr. Ramlo motioned to accept the resolution of thanks for the Downtown Ambassadors. Ms. Hart seconded. The motion carried with unanimous approval.

- E. Foundation Report – Charity Tyler
 - Ms. Schmidt reported for Ms. Tyler. The Foundation was awarded more grants this month to support Dolly Parton's Imagination Library (DPIL) in Cedar Rapids. The Foundation also started a sustaining donors program for DPIL and has 16 donors so far.
 - In addition, in an agreement with the Cedar Rapids Community School District (CRCSD), we have been able to compare DPIL and student data. Books are getting to the community's most vulnerable learners: participants are more likely to be English as a Second Language (ESL) learners, have an Individualized Education Program (IEP), and score below average in reading tests than their same-age peers. In a few years, data will indicate how the program may have benefitted these children.

- F. Friends of the Library Report – Libby Slappey
- Farmers Market sales have concluded for the year. Now, the Friends are preparing for their large weekend Fall book sale at the Cherry Building. This year, the sale will include a 'Books as Décor' specialty sale.
- G. Board Education: Pathway to Patron Discovery – Erin Horst
- Pathway to Patron Discovery is a strategic plan initiative under the Literacy objective, meant to connect patrons to new and emerging technologies. A team of staff, representing all departments and both buildings, met to develop the recommendations.
 - An internal structure was developed to intentionally schedule computer classes based on set criteria, such as applicability (entertainment, education, workforce, etc.), audience, cost, and staff time. The reference librarians will meet quarterly – to coincide with the publication deadlines of *OPEN+* – to create the class schedule.
 - In addition, the reference librarians will continually research new and emerging technologies, and library trends so new classes, fitting into the development criteria, can be introduced.
 - The team also developed a high level recommendation for a mobile makerspace. The makerspace should easily travel between the libraries and off-site locations. Programs associated with the makerspace should follow the same guidelines as computer classes. Ms. Schmidt noted that the Library is looking into grants to help fund staffing and development of the makerspace. Final development will occur in conjunction with available grant cycles. This could also include a community needs assessment.
 - The team also made recommendations for managers to incorporate on-going staff training and competencies with current and new technologies. Library leadership will review the recommendations and develop a plan to implement this process.
- H. Library Board Committee Reports
- Finance Committee – Randy Ramlo, Committee Chair
 - Mr. Ramlo reported that we have one month's worth of financial data for FY20. Ms. Schmidt hopes to receive final FY19 budget numbers to close out the year sometime in October. In addition, the committee will start working on the FY21 budget in November.
 - Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - **Action:** Policy 3.06 Library Access for Sex Offenders Convicted of Sex Offenses Against Minors.
 - The committee recommends updating the policy's title to better reflect state law: library service is only restricted for those convicted of sex offenses against minors. Offenders can still use online services and can designate a person to pick-up holds on his/her behalf, and return materials to the library. The offender can ask for permission to access physical locations, which is up to the respective library director's judgment.

The motion to accept the changes in Policy 3.06 carried with unanimous approval.
 - Advocacy Committee – Jade Hart, Committee Chair
 - September is National Library Card Sign-up Month. The Library has planned several outreach opportunities and direct mailing pieces. The Library will host pop-up library card sign-up events at several neighborhoods, parks, and school events.
 - Library data indicates that roughly half of DPIL enrolled families do not have library cards. These families will receive a targeted mailing to encourage them a sign up for a card. In addition, we will send direct mailings to rural Linn County residents who don't have cards.

- At the Sept. 10 City Council meeting, the mayor will make a proclamation to honor Library Card Sign-Up Month.
 - In September, the committee will discuss and plan trustees' opportunities in October and November to meet with city council and school board candidates.
- I. Library Director's Report
- The City of Cedar Rapids continues to engage leaders and staff in organizational health. Library leaders will start reading the next book selection: *Reality-Based Leadership* by Cy Wakeman. In the next six months, managers and supervisors will help staff implement core idea of the book: to reduce drama and problem solve while being grounded in the reality of a situation.
 - Ms. Schmidt has secured Dr. Michael Stephens, author of *Whole-Hearted Librarianship*, for the Nov. 8 professional development day. He will also present to trustees at the Nov. 7 board meeting.
 - United Way of East Central Iowa (UWECI) has transitioned leadership to Leslie Wright as the acting director. Ms. Schmidt feels confident that our existing collaborations with UWECI will continue during this time.
 - Reading into Success (RiS) has a proposal for a literacy coordinator position. The position will be funded by RiS but the person will be housed in the Library. The goal is to create infrastructure and expand literacy opportunities in the community, such as free little libraries and events. As this develops, Ms. Schmidt will bring updates.
 - As a reminder, the Linn County library directors and trustees will host the County Supervisors on Sept. 11 from 2-3 pm in Beems Auditorium. The libraries will have an opportunity to build relationships with the supervisors and share how their respective library serves unincorporated county residents.
- J. Old Business
- There being no old business, the meeting continued.
- K. New Business
- Mr. Wilding presented Ms. Schmidt with a certificate, commemorating her five year service anniversary.
- L. Adjournment
- There being no further business, the meeting adjourned at 5:04 pm

The next Board of Trustees meeting will be held on Thursday, Oct. 3, 2019, at 4 pm in the Conference Room at the Downtown Library.