

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
September 7, 2017

Board members in attendance: [President] Harriet Kalinsky, [Vice President] Matthew Wilding, Susie McDermott, Jade Hart (via phone), Hassan Selim, Clint Twedt-Ball, Randy Ramlo, Hilery Livengood

Board members unable to attend: Mary Sharp

Staff in attendance: [Library Director] Dara Schmidt, Jessica Musil, Molly Garrett, Amber Mussman, Sarah Voels, Erin Horst, Lisa Miles, Patrick Duggan, Kevin Delecki, Natalie Struecker

Others: Charity Tyler, Executive Director of the CPRL Foundation; Cindy Monroe

- A. Call to Order
 - Ms. Kalinsky called the meeting to order at 4 pm.
- B. Consent Agenda – Action
 - Minutes: Aug. 3, 2017
 - Ms. McDermott motioned to accept the consent agenda. Ms. Livengood seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of Cindy Monroe
 - Mr. Wilding motioned to accept the resolution of thanks. Mr. Twedt-Ball seconded. The motion carried with unanimous approval.*
 - The Library recognized and thanked Cindy Monroe for her leadership of the Friends of the Cedar Rapids Public Library. Ms. Monroe served on the Friends Board and as Friends President.
- E. Foundation Report – Charity Tyler
 - Ms. Tyler has received grants for the Imagination Library project with more grant requests pending.
 - In addition, a grant was received from the Giacoletto Foundation for teen programming. The goal is to expand virtual reality and off-site teen programming.
 - Ms. Tyler shared the Foundation’s FY17 Support by the Numbers, which outlines how contributions to the Foundation have impacted the community.
- F. Friends of the Library Report – Libby Slappey
 - Ms. Horst noted that the Friends are working on organizing their documentation into one central online system. The Friends also have a sale at Newbo this Saturday and will participate in the last Farmers Market of the season.
- G. Service Spotlight: Children’s Collection – Sarah Voels
 - For the past two years, Ms. Voels has been working to improve the children’s collection at Ladd Library. The collection primarily consisted of books salvaged from the 2008 flood. Ms. Voels’ goals were to improve patrons’ experience by building a patron-driven collection and refreshing the books.
 - Some of the major changes include adding 600 items to non-fiction (subsequently increasing circulation) and weeding 3,000 items books from eases (no change to circulation, which shows Ms. Voels weeded the correct materials). Ms. Voels noted that while the library’s hours were reduced, circulation did not dip as anticipated. Some months showed an increase in circulation, ranging from 2.19-15.53%.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - Ms. Schmidt has started work on the FY19 budget. The first submittal is due in late October; the full budget will be submitted to the board sometime in December.
 - With a large turnover in City Leadership, Ms. Schmidt is recommending a flat budget to maintain staffing and services for FY19. She anticipates stable county funding. With upcoming leadership change at the county level, the Linn County libraries hope to discuss changes to the county funding formula after leadership is established.
- Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - There is nothing to report.
- Advocacy Committee – Jade Hart, Committee Chair
 - Trustees will meet with City Council and mayoral candidates to generate advocacy and discussion about the library. Ms. Schmidt and Ms. Mussman are working on the annual report, which will include staff stories.

I. Library Director's Report

- The Ladd Library remodel project is now set to finish by or around Oct. 24 due to unanticipated issues. Following the meeting, Ms. Schmidt will tour the area with those interested.
- Meetings continue with Kirkwood Community College and United Way for the Center for Working Families. The agencies are seeking funding and anticipate a soft launch of services in early 2018. The Library is also discussing a warehouse training opportunity before the tenant space is remodeled in the former ISAIC warehouse space.
- Service contracts have expired for the Mediabox units. Items are being diverted to other areas of the library for patron use. Ms. Schmidt and Ms. Trenary are considering options for the physical location the units currently reside at the downtown library.
- The IT department is working toward improving patrons' access to technology based on recommendations from the Edge Survey. Recently, IT has increased patron's Internet download speeds from 40 mbps to 100 mbps. The team is also looking into assistive technology as next year's priority.
- Ms. Schmidt is working on her goal to increase communication, starting with a rollout of a robust staff communication plan. The meetings will help gear up the staff and library for the next strategic plan.
- The Library has introduced a new magazine, OPEN+, to replace the monthly event fliers. This quarterly magazine will include events and articles. It will be available in all the libraries, Hy-Vee book drops, and online including links in the weekly eNewsletters.

J. Old Business

- There being none, the meeting continued.

K. New Business

- Introduce Natalie Struecker, Downtown Branch Manager
 - Ms. Struecker joined the library as the Downtown Branch Manager in August. She comes to us with 18 years' experience in libraries. Most recently, she served as a library director in Atlantic, Iowa.

L. Adjournment

- There being no further business, the meeting adjourned at 4:55 pm

The next Board of Trustees meeting will be held on Thursday, Oct. 5, 2017, at 4 pm in the Conference Room at the Downtown Library.