

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**June 2, 2022**

**Board members in attendance:** [President] Jade Hart and [Vice President] Clint Twedt-Ball (in person); Susie McDermott, Jeremy Elges, Mary Sharp, Hassan Selim, and Rafael Jacobo (all via Zoom)

**Unable to attend:** Monica Challenger

**Staff in attendance:** Dara Schmidt, Amber McNamara, and Jessica Musil (in person); Patrick Duggan, Erin Horst, Jessica Link, Sarah Voels, and Todd Simonson (all via Zoom)

**Others:** Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation and Libby Slappey, President, Friends of the Cedar Rapids Public Library (all via Zoom)

- A. Call to Order
  - Ms. Hart called the meeting to order at 4 pm.
  - The Consent Agenda was delayed in order to establish quorum.
- B. Public Comments and Communications
  - There being none, the meeting continued

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

- C. Foundation Report – Charity Tyler
  - The May enrollment for Dolly Parton’s Imagination Library (DPIL) ended with 5,666 actively enrolled children with another 118 graduates.
  - The Foundation has posted a full-time development associate position to assist with annual fundraising. An offer was made and the candidate will start on July 19; Ms. Tyler will announce the new hire at a later date.
  - The feasibility study for capital campaign continues with individuals visits and small group meetings over the next several weeks. In July, the study will include confidential interviews with potential donors. A report is expected sometime in August to present to the Foundation’s board. Ms. Tyler looks forward to what they can learn from donors. The Renaissance Group, Inc. from West Des Moines. They have experience with capital campaigns in our local area as well.

Mr. Jacobo joined the meeting at 4:04 pm.

- D. Consent Agenda – **Action**
  - Minutes: May 5, 2022

*Ms. Sharp motioned to accept the consent agenda. Mr. Twedt-Ball seconded. The motion carried with unanimous approval.*
- E. Friends of the Library Report – Libby Slappey
  - The Friends hosted their large sale for the first time in over two years. Ms. Slappey noted it would not be possible without incredible volunteer support. The sale raised over \$11,500. Amazon sales continue to go well with over \$1500 earned in May.
  - Saturday is the first Farmers Market Sale, which is generally well attended and makes good sales.
  - Following a conversation with the Library’s Volunteer Supervisor Jessica Link, the Friends now have a volunteer in the process of earning an Eagle Scout badge. The volunteer will restock the Little Free Library locations with donated books, acquired from the Truman school library’s collection after the school’s closure. Ms. Sharp asked if the Friends can

give the volunteer mileage. Ms. Slappey doesn't know because it's part of the student's Eagle Scout project, which must adhere to strict rules.

Mr. Elges joined the meeting at 4:10 pm.

F. Board Education: Summer Dare Report – Kevin Delecki

- The summer reading program, Summer Dare, officially kicks off on Saturday, June 4 at Ladd Library with a Summer Circus Party. The program is for all ages. Participants can register online from home or in the library. At registration, they can select a badge book or journal. Following completion of the program – reading and logging 600 minutes read by July 30, participants will get a coupon for a free book from the Friends.
- Programming will be hosted in-building but primarily will take place out of the building with the Mobile Technology Van, which will visit seven City Parks each week with the Rollin' Recmobile from Parks and Rec. Programs are listed on our website or in the *OPEN+* publication.
- In addition, the staff will facilitate three middle school STEM camps as a part of a Urban Libraries Council (ULC) nationwide cohort focusing on middle school STEM.
- Ms. Hart asked if programming has extra staff support. The Library hired four seasonal employees that average about 25 hours a week in addition to support from three summer AmeriCorp VISTAs.

G. Library Board Committee Reports

- Nominating Committee – Susie McDermott & Mary Sharp
  - Ms. McDermott reported. Both Ms. McDermott and Ms. Sharp recommend Clint Twedt-Ball as President and Monica Challenger as Vice President. The board will officially vote on the slate of officers at the July meeting.
- Finance Committee – Jade Hart, Committee Member
  - Ms. Hart reported for Ms. Challenger. The April 2022 financials were reviewed. Expenses continue to be on track as the fiscal year nears conclusion. There are no concerns about the balance of revenues and expenditures.
  - **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries. Payment in the amount of \$104,382 to iii Innovative.
    - A year ago, we went through a RFP process and selected a new product – iii Innovative – for Polaris, our Integrated Library System (ILS). We have a five-year contract and this expenditure is for one-year of service within the contract. It is coming to the board to authorize the payment because it is over the \$50,000 threshold.  
*The motion to accept the purchase order and payment approval to iii Innovative for \$104,382 carried with unanimous approval.*
    - Ms. Hart asked how library staff and patrons feel about the new product. Feedback remains positive from both staff and patrons. It allows for more language support and it is more user friendly. In addition, the cost is significantly reduced from our previous ILS vendor.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - There being no report, the meeting continued.
- Advocacy Committee – Mary Sharp, Committee Chair
  - Ms. Sharp has no report but asked for people to advocate for the Summer Dare program on social media. Ms. Schmidt noted that the legislative session ended without passing the bills of concern to the library.
- Westside Project Committee – Clint Twedt-Ball, Committee Chair
  - Mr. Twedt-Ball reported. Ms. Schmidt and Ms. Tyler are busy with many tasks going on in the background. The first phase of the initial design RFP is complete. As we move toward fundraising, we will release a second RFP for the design and

build of the westside project. Ms. Schmidt anticipates the RFP will open at the end of June to early July and award the RFP at the end of August to early September. The Foundation continues to move forward with land acquisition and should have something to share at the July meeting.

- Ms. Sharp asked if there has been a decision on the county's ARPA grants. At this time, we don't have an answer but we expect one no later than August.

#### H. Library Director's Report

- Ms. Schmidt encouraged trustees to read the great stories in the packet.
- Both libraries will be polling precincts on Tuesday, June 7. Community Relations will host Linn County for voting. The Library wants to make voting easy and accessible.
- We were notified today that our own Susie McDermott was selected by the American Library Association (ALA) and United for Libraries for their annual prestigious Trustee Citation award. One person is chosen nationwide every year who exemplifies the work of trustees. Ms. McDermott will be honored at the ALA annual conference in Washington DC later this month. An official announcement will be released next week, and we will share the application and materials in the July packet. Ms. McDermott has been a tremendous support the library, with unwavering dedication to intellectual freedom and access.

#### I. Old Business

- **Action:** Strategic Plan
  - The strategic plan in the packet is the same as what was presented last month. Following approval, staff will begin working on the operating plan, which will be presented to trustees in July. Monthly calendars and progress reports will be routinely shared in future meetings.

*Mr. Selim motioned to approve the FY23-25 Strategic Plan as presented in the packet. Ms. Sharp seconded. The motion carried with unanimous approval.*

#### J. New Business

- FY23 Calendar
  - The calendar for next year's meetings is in the packet. All dates align to the current meeting rotation. We will get back to rotating between downtown and Ladd Library. Ms. Schmidt also noted that new trustees should be expected to be on the June 28 City Council meeting agenda for approval.
- Recognition of Mary Sharp.
  - Ms. Sharp's term ends on June 30. Ms. Hart read a statement about Ms. Sharp's service to the library and community through her role on the board. She has been a thoughtful advocate, and champion during challenging times. In her honor, a chair in Whipple Auditorium will be dedicated to Ms. Sharp.
- **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
  - Ms. Hart read aloud the Iowa Code pertaining to the reason for going into closed session. She noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

*Ms. McDermott motioned to enter closed session. Mr. Selim seconded. The motion was carried with unanimous approval following a roll call.*

- The roll call was taken of those present in the closed session: Jade Hart, Clint Twedt-Ball, Susie McDermott, Jeremy Elges, Mary Sharp, Hassan Selim, and Rafael Jacobo; Ms. Schmidt and Ms. Musil remained, all others departed. The board went into closed session at 4:42 pm.
- The meeting resumed in open session at 4:56 pm.

#### K. Adjournment

- There being no further business, the meeting adjourned at 4:56 pm.

**The next Board of Trustees meeting will be held on Thursday, July 7, 2022, at 4 pm in the Conference Room, Downtown Library**