

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
February 1, 2018

Board members in attendance: [President] Harriet Kalinsky, [Vice President] Matthew Wilding, Mary Sharp, Jade Hart, Randy Ramlo, Clint Twedt-Ball, Hassan Selim

Board members unable to attend: Susie McDermott, Hilery Livengood

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Erin Horst, Hollie Trenary, Kevin Delecki, Mary Beth McGuire, Jessica Musil

Others: Charity Tyler, Executive Director of the CPRL Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Pamela Fitzgerald, The Ivy Group; Karla Twedt-Ball, Greater Cedar Rapids Community Foundation; Matt Evans, TrueNorth Companies; Elmer Lappe, community member

- A. Call to Order
- Ms. Kalinsky called the meeting to order at 4:01 pm.
- B. Consent Agenda – Action
- Minutes: Jan. 4, 2018
- Ms. Hart motioned to accept the consent agenda. Mr. Ramlo seconded. The motion carried with unanimous approval.*

Mr. Selim joined the meeting at 4:03 pm.

- C. Public Comments and Communications
- Elmer Lappe addressed the board.

Mr. Twedt-Ball joined the meeting at 4:08 pm.

- D. Foundation Report – Charity Tyler
- Dolly Parton Imagination Library (DPIL) has gone live to nonprofit partners for the quiet rollout. As of 5 pm on Jan. 31, 662 children have been enrolled – the first shipment of books will be mailed the third week of March. The Foundation will hold a DPIL fundraiser on April 9. One2Read author Matt de la Pena will be present. The public launch of DPIL is April 14 from 10am-noon.
 - Invitations will be mailed for this year's Stay at Home Book Ball on March 24.
- E. Friends of the Library Report – Libby Slappey
- The Friends are excited to offer a Saturday Book Sale this weekend in conjunction with Comic Con – volunteers have pulled many books of interest for convention attendees.
 - Ms. Slappey is encouraging everyone to arrange a private shopping experience of the Friends' books. Library staff can now hand out small business cards for patrons with information on how to arrange a shopping opportunity at the Cherry Building.
- F. Library Board Committee Reports
- Finance Committee – Randy Ramlo, Committee Chair
 - **Action:** County Contract for Library Services FY18
 - The Finance Committee recommends the acceptance of the Linn County contract. The contract is about \$20,000 less than last year. However, it is formula driven – a total of \$440,000 is split between all 11 Linn County libraries based on usage. Ms. Schmidt believes our decrease may be due to Center Point's newly opened building, which in turn increased their usage statistics.

The motion to accept the Linn County Contract for Library Services for \$79,852.48 carried with unanimous approval.

- Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - **Action:** 4.5 Non-Smoking Policy
 - The policy was updated to reflect the exclusion of nicotine products.
Once the new policy passes, we will update signs around both libraries.
- The motion to accept changes to Policy 4.5 Non-Smoking carried with unanimous approval.*
- Advocacy Committee – Jade Hart, Committee Chair
 - There being no updates, the meeting continued.

G. Library Director's Report

- Ms. Schmidt has been busy as the new strategic planning process unfolds. The process will include opportunities for the community to provide feedback on the Library's strategic direction at four Community Input Sessions. Ms. Schmidt encouraged trustees to attend, if possible.
- Eight people will represent the Library at the 2018 Public Library Association conference in Philadelphia. Hollie Trenary, Kevin Delecki, and Jessica Link will present at the conference.
- Staff report feeling supported after the Library implemented a protocol to increase police presence; in addition, incidents have decreased.
- The Library will present at the City's Budget Meetings next week. Trustees are encouraged to attend to support the Library and Ms. Schmidt's presentation to City Council.

H. Old Business

- There being none, the meeting continued.

I. New Business

- Strategic Planning Session with Pam Fitzgerald, The Ivy Group
 - Ms. Fitzgerald shared the process her firm is undertaking to develop a new strategic plan for the Library. She also discussed current trends. She concluded the session with a SWOT Analysis.

J. Adjournment

- There being no further business, the meeting adjourned at 6:12 pm

The next Board of Trustees meeting will be held on Thursday, Mar. 1, 2018, at 4 pm in the Community Room at the Ladd Library.