

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Sept. 13, 2018

Board members in attendance: [President] Matthew Wilding, Mary Sharp, Randy Ramlo, Susie McDermott, Monica Challenger, Harriet Kalinsky

Unable to attend: Clint Twedt-Ball, Hassan Selim, [Vice President] Jade Hart

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Jessica Musil, Patrick Duggan, Erin Horst, Jessica Link, Kevin Delecki, Aaron Bock, Tara Carrera Bauer, MJ Eyzaguirre

Others: Libby Slappey, President, Friends of the Cedar Rapids Public Library; Charity Tyler, Director, Cedar Rapids Public Library Foundation; Hilery Livengood, The Cedar Rapids Garden Club; Heidi Hartke, community member

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4:01 pm. The agenda's order changed to establish a quorum.
- B. Public Comments and Communications
 - There being none, the meeting continued.
- C. Foundation Report – Charity Tyler
 - Ms. Tyler has completed two grant requests for the Dolly Parton Imagination Library (DPIL) project. The Library staff giving campaign for DPIL concludes tomorrow. The campaign had two goals: 100% participation and to raise \$2,000, which supports 80 children or one school bus full of children.
 - The Foundation recently sent over 580 Library Champion appeals to local businesses.
 - The team, in conjunction with the Friends, will release their fall *Focus* newsletter.

Ms. McDermott and Ms. Sharp joined the meeting at 4:05 pm; a quorum was established.

- D. Consent Agenda – Action
 - Minutes: Aug. 2, 2018
 - Special Event Applications (2)

Ms. McDermott motioned to accept the consent agenda. Ms. Sharp seconded. The motion carried with unanimous approval.
- E. **Action:** Resolution in thanks of The Cedar Rapids Garden Club

Ms. Kalinsky motioned to accept the resolution of thanks. Ms. Challenger seconded. The motion carried with unanimous approval.

 - The Cedar Rapids Garden Club has been involved with the LivingLearning Roof since the beginning, including during the design phase and arranging the planters every year. This year, the group has been instrumental in supporting the sedum beds, which cover 14,000 square feet. Volunteers cut sedum, grew them in trays, and planted them in bare spots. With the help of retired landscape architect Ruth Fox, the Library now has a well-developed maintenance plan for the roof's short- and long-term goals.
- F. Friends of the Library Report – Libby Slappey
 - The Friends will add large quarterly sales to the Cherry Building to help reduce their book inventory. Currently, they have monthly Saturday sales at the downtown library and their large scale annual sale in November.
 - The Friends continue to look for ways to responsibly recycle books that they can't sell or donate to local organizations.

- Ms. Slappey noted the friends are developing marketing materials to attract buyers and volunteers.
- G. Service Spotlight: Organizational Health – Senior Management Team
- Ms. Schmidt started the service spotlight by introducing Aaron Bock. He joined the Library team in February as the Materials Project Supervisor. Now, he serves as Interim Materials Manager, to cover for Erin Horst who is the Interim Operations Manager.
 - The City of Cedar Rapids has been focusing on Organizational Health. The next phase is to change the personnel review process starting with all manager/supervisor positions with a rollout to frontline staff in January 2019. The new forms are tied to organizational health initiatives.
 - All employees will have a baseline year – they will be evaluated on things newly introduced. Managers and supervisors, after the initial year, will undergo 360 reviews from their peers in addition to the new form.
- H. Library Board Committee Reports
- Finance Committee – Randy Ramlo, Committee Chair
 - Final FY18 numbers are not yet available. Ms. Schmidt has seen various drafts; as of the latest information, the Library’s budget is within \$4,000 of expenditures. Figures also project an excess in revenue. Ms. Schmidt will share more as the finance closeout is complete.
 - Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - There being no report, the meeting continued.
 - Advocacy Committee – Jade Hart, Committee Chair
 - Ms. Schmidt encouraged everyone to sign up to attend public comment for a September City Council or Board of Supervisor meeting.
- I. Library Director’s Report
- Ms. Schmidt reported she signed the contract for the construction of the Opportunity Center at Ladd Library. The start date is not yet known but it should start in about 30 days with construction to conclude in 60 days. A January opening is anticipated. Opportunity Center partners are applying for grants to pay for staff.
 - The initial FY20 budget was submitted. It includes a request to increase funding to restore library hours that were lost after the levy failed in 2015.
 - The circulation data graph on the Facts & Figures portion of the board packet has only shown print materials. eContent, such as eBooks and downloadable audiobooks, was added, which changed the data to show our circulation is higher than the five year average. Our eContent circulation has increased approximately 23% from last year. Ms. Horst has responded to patron use and has increased purchases of eContent.
 - The Library will sign an MOU with the local school districts for data sharing. We will be able to compare summer reading and DPIL data with student scores to identify if the programs impact area students’ learning. This has been a multi-year process with the school districts. For our data use, all student identification information will be protected. Processes are in place to start data sharing as soon as the MOU is signed. We anticipate using the data to help us form and/or change our work to better impact children’s reading.
 - Ms. Mussman, Mr. Delecki, and Ms. Schmidt attending the Urban Libraries Council (ULC) Annual Forum in Baltimore last week. The theme focused on leaders and leading libraries into the future. Ms. Schmidt her takeaways: one, leaders must learn to speak less and listen more; two, that leaders must give up comfort to lead effectively; and three, leaders must define and use boundaries to reach potential.
 - The Iowa Library Association’s annual conference is hosted in Cedar Rapids on Oct. 3-5 this year. All Library trustees are invited to attend. This year, the conference will host

several sessions related to trustees. Ms. Schmidt also invited the trustees to the ribbon cutting event and reception on Wednesday, Oct. 3.

J. Old Business

- Strategic Plan Update
 - The Library received the final designed strategic plan document from The Ivy Group. It is intended for stakeholders but will also be posted online. The Library management team's next step is to operationalize the plan. Ms. Schmidt will share the operationalized plan with the board in the future.

K. New Business

- Ms. Sharp asked about board training and how to be a good trustee in the wake of the recent issues with GO Cedar Rapids. The board held a discussion on asking questions and having trust in your leadership. Ms. Schmidt shared ways to be involved and educated on the role of a trustee and libraries. She also shared that the City has many checks and balances for finances. She reminded them that she is available at any time to answer questions. She will investigate formal board training opportunities. Currently, we don't have a formal schedule but trustees are always invited to the Iowa Library Association Conference and the staff professional development days.
- Mr. Ramlo inquired about a letter sent to Trustees from a community member. A brief discussion was held. Mr. Wilding will respond on behalf of the group.

L. Adjournment

- There being no further business, the meeting adjourned at 5:11 pm

The next Board of Trustees meeting will be held on Thursday, October 4, 2018, at 4 pm in the Conference Room at the Downtown Library.