

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**June 6, 2019**

**Board members in attendance:** [President] Matthew Wilding, [Vice President] Jade Hart, Susie McDermott, Monica Challenger (via phone), Harriet Kalinsky, Mary Sharp

**Board members unable to attend:** Hassan Selim, Randy Ramlo, Clint Twedt-Ball

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

**Others:** Libby Slappey, President, Friends of the Cedar Rapids Public Library; Dax Cox, Volunteer

- A. Call to Order
  - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
  - Minutes: May 2, 2019
  - Special Event Application

*Ms. Sharp motioned to accept the consent agenda. Ms. McDermott seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Resolution of Thanks – Mt. Mercy University
  - The Library participates with the United Way Day of Caring annually. Mount Mercy University volunteers gave 120 collective hours to the day, developing and presenting 19 Summer Dare promotional skits to more than 2,500 elementary students. These students were from nine schools in the Cedar Rapids area.
  - The board wished to formally thank the volunteers for supporting literacy, summer reading, and the Cedar Rapids Public Library. Dax Cox from Mount Mercy University accepted the certificate.
- E. Foundation Report – Charity Tyler
  - Ms. Schmidt reported for Ms. Tyler. On Sunday, June 9, the Foundation will host a donor wall dedication and appreciation brunch for the re-vamped Ada Van Vechten Society. The society honors individuals and families supporting the Foundation through memorial and estate gifts.
- F. Friends of the Library Report – Libby Slappey
  - The Friends have started book sales during the Saturday Farmers Market events. Ms. Slappey encouraged Friends supporters to also volunteer this summer. Volunteers are needed for book sales and also sorting donations, which continue to come in regularly from the community.

Ms. Kalinsky joined the meeting at 4:10 pm.

- G. Board Education: Summer Dare – Kevin Delecki
  - Summer Dare, the Library's summer reading program, officially kicked off on Sunday, June 2. In four days, 600 adults registered and we had to re-order the adult program gift – a book bag.
  - Mr. Delecki gave a brief demonstration of how to use Beanstack, which is the library's online summer reading system and log. Users have appreciated using log-on information from last year.

- New for this summer, we are now participating in Iowa Library Adventure Pass, which has been in use with other Iowa libraries. This allows Cedar Rapids library card holders free passes to Iowa museums for a family of four. At this time, participating attractions include Blank Park Zoo, Grout Museum of History and Science, National Mississippi River Museum and Aquarium, Des Moines Children’s Museum, and Science Center of Iowa. Users check out the pass and use it on the specified date; one use per year per card is allowed. Mr. Delecki would like to pilot these attractions before trying to expand availability to other attractions in the Cedar Rapids area.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - Ms. Schmidt reported for Mr. Ramlo. Financials for this time of year are as expected.
  - **Action:** Janitorial Amendment
    - The janitorial amendment does two things: clarifies night cleaning on Sundays to be inclusive of the entire year, and also adds Saturday cleaning at Ladd when hours start again in July. Ms. Schmidt also noted that the amendment is good through October because we will have our annual contract renewal in November.  
*The motion to accept the janitorial amendment as presented in the packet carried with unanimous approval.*
  - **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 \$148,168.67 to SIRSIDynix.
    - The invoice is for the annual subscription to SIRSIDynix, which holds our circulation and cataloging information. The Library will pay the full amount but the final cost will have a portion reimbursed by Marion and Hiawatha public libraries, as we share the product.
    - This amount is higher than last year: the contract had a three percent increase and we added some additional back-in connections to make the MLN Mobile app possible.  
*The motion to accept the purchase order and payment to SIRSIDynix in the amount of \$148,168.67 carried with unanimous approval.*
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** Policy 2.04 Confidentiality of Library Records
    - Recently, Erin Horst led a staff committee on confidentiality of library records. The staff work found procedural changes but no policy change. The single change in the policy is better aligned with general privacy standards.
  - **Action:** Policy 3.00 The Library’s Message
    - There are no changes to the policy.
  - **Action:** Policy 3.01 Library Cards and Customer Privileges
    - This policy includes an introductory sentence, which sets the tone and intention behind the policy: simply, we issue cards to grant access and enhance lives.  
*The motion to reaffirm all of the policies as presented in the packet carried with unanimous approval.*
  - Ms. McDermott noted that the committee has been taking more time reviewing policies this time – the committee is very engaged and hold in-depth discussions. In July, the board will review and reaffirm the policies on Unattended Children, and the Special Event Alcohol Use Policy.

- Advocacy Committee – Jade Hart, Committee Chair
  - There being no action items, the meeting continued.
- Nominating Committee – Clint Twedt-Ball, Committee Chair
  - Ms. Sharp reported for Mr. Twedt-Ball. The committee would like to recommend that the FY20 Slate of Officers be presented as Matt Wilding as President and Jade Hart as Vice President. This nomination is for their second term. An official vote will take place at the July meeting.

I. Library Director's Report

- The downtown ambassador program started this month. Willis Dady hired six ambassadors. The committee will meet in a few weeks to discuss the program.
- The Library hired a local cabinet maker to re-do the HyVee book drops, which were custom built to their respective HyVee sometime in the last 15-plus years. They will have new colors and the new logo. The drops should be distributed in the next few weeks.
- At the request of the City's leadership, the Library managers and supervisors were trained in the administration of NARCAN. This training was not in response to any specific concern or need but rather a precaution, similar to having AEDs available. ASAC received a grant to purchase and distribute NARCAN as well as train responders in our community.
- The City is undergoing a wage review for all non-bargaining employees – this includes all manager, supervisor, IT, and administration positions for the Library. The goal is to determine if our pay structure is appropriate and competitive, provide insight to our compensation policies and practices, and update job descriptions. All job description reviews have been submitted and we are awaiting the consultant's recommendations later in 2019.
- The strategic initiative, Examine Libraries Fine and Fee Policies, will start work in June. The goal is to have a recommendation to go along with our budget. The Finance Committee will be involved and potentially the Personnel and Policy Committee. Work has already started on the Promote Understanding, Acceptance, Inclusion, and Diversity through Internal Practice initiative. One of the goals was to find an Equity Lens – the City has just finished their first pilot with an Equity Lens. We will participate in a second cohort group this September. April Wing with the City Manager's Office will present to the board in August or September.
- The Library's van has been wrapped with a design created internally. The design is eye-catching and is meant to be a passive promotion of the Library as staff take it to programs weekly. Funding was made possible through the Foundation's Library Everywhere.

J. Old Business

- There being no old business, the meeting continued.

K. New Business

- Review FY20 Board Calendar
  - The FY20 board calendar was presented in the packet. The only change is for the July meeting to take place on Tuesday, July 2 instead of July 4, which is a holiday. There was no comment or concerns regarding the calendar.
- **Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
  - Mr. Wilding read aloud the Iowa Code pertaining to the reason for going into closed session. He noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

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

- The roll call was taken of those present in the closed session: Susie McDermott, Monica Challenger, Jade Hart, Mary Sharp, Harriet Kalinsky, Matt Wilding; Ms.

Schmidt remained, all others departed. The board went into closed session at 4:52 pm.

- The meeting resumed in open session at 5:39 pm.
- **Action:** Approve Director's compensation package for FY20
  - The Personnel and Policy committee recommended a compensation package for Ms. Schmidt in FY20. The package includes the standard wage increase of 3%, a standard step increase of 2.5%, and an additional 40 hours of FLEX accrual.

*Ms. Kalinsky motioned to accept the compensation package as presented in the packet. Ms. Sharp seconded. The motion carried with unanimous approval.*

L. Adjournment

- There being no further business, the meeting adjourned at 5:41 pm

**The next Board of Trustees meeting will be held on Tuesday, July 2, 2019, at 4 pm in the Conference Room at the Downtown Library.**