A. Call to Order
   - Ms. Hart called the meeting to order at 4:01 pm.
B. Consent Agenda – Action
   - Minutes: Oct. 3, 2019
     
     *Mr. Selim motioned to accept the consent agenda. Mr. Twedt-Ball seconded. The motion carried with unanimous approval.*

C. Public Comments and Communications
   - There being none, the meeting continued.

D. Foundation Report – Charity Tyler
   - Dolly Parton’s Imagination Library (DPIL) has enrolled 58% of eligible children in Cedar Rapids, which is 72% of the overall goal. The program has also graduated 1,170 children. Over 90,000 books have been mailed to the community’s children.
   - The Foundation, which just mailed out its bi-annual newsletter, hopes to drop the year-end appeal in the next two weeks.
   - Dec. 3 marks Giving Tuesday, which the Foundation will participate in again. In addition, they are restarting the #LOVECRPL campaign, which invites the public to write love letters to the library, which will also be posted in the buildings.

E. Friends of the Library Report – Libby Slappey
   - Ms. Slappey was unable to attend. Ms. Schmidt reported that the Friends had just concluded their large weekend sale.

F. Library Board Committee Reports
   - Finance Committee – Randy Ramlo, Committee Chair
     o Finances look as expected for this time of year. As a reminder, most of the Library’s revenues are received around April.
     o **Action:** Janitorial Contract Amendment
       *This is the fourth year of our five year contract. FBG did not have a price increase; however, the Library asked for the company to provide quarterly carpet cleaning at both locations. The contract will increase by $4,200 for Downtown and $1,400 for Ladd.*
       
       *The motion to accept the janitorial contract amendment in the amount of $161,768 was carried with unanimous approval.*

   - Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
     o **Action:** 4.07 Philanthropic Naming Policy
       *This policy was revised in consultation with the Foundation. One key change is to allow the board to revisit naming as it deems necessary.*
o **Action:** 5.00 Foundation and Friends of the Cedar Rapids Public Library
  - The policy was updated to recognize the Foundation, in addition to the Friends, as one of the Library’s supporting organizations. Ms. Hart had a suggested wording change, which those present consented to change.

o **Action:** 5.02 Support Group Fundraising
  - This policy designates fundraising as being limited to the Foundation and Friends within the Library buildings. However, patrons can have fundraising in rooms under a private room reservation, in which the Library will also bill for use. Two formatting errors were discussed and will be changed.

  *The motion to accept the policies as presented in the packet, with the word choice and formatting changes made, carried with unanimous approval.*

- Advocacy Committee – Jade Hart, Committee Chair
  
  - Meetings with City Council and Cedar Rapids Community School District candidates concluded this week with the election. Those who met with candidates felt the meetings were productive and informative.

G. Library Director’s Report

- Ms. Schmidt presented the FY19 Annual Report, which highlights accomplishments in the past year for the three core initiatives of the strategic plan.

- Ms. Schmidt also discussed key data points:
  
  o Library visits increased over 2,000 even though a drop was anticipated due to construction downtown over the summer; however, restoring Sunday hours downtown has helped.
  
  o Meeting Room use has also decreased but the Library switched meeting room software which does not add internal programs into the statistic.
  
  o Program attendance is up by 11% even with approximately the same number of Library programs hosted.
  
  o Website usage increased significantly; this is attributed to patrons using the online catalogue (about 280,000 hits) within the Library buildings. Public computer sessions increased six percent and WiFi connections is up by one percent.
  
  o Overall circulation was up 12%. Of that, physical materials circulation is down 9% but digital materials increased 40%. Database uses increased 280% due to the addition of streaming videos and changes in how the State Library calculates use.

  - In addition, the Library’s final expenditures was about $80,000 less than the previous year.

H. Board Education: Wholehearted Libraries – Dr. Michael Stephens

- Dr. Michael Stephens, author of *Wholehearted Librarians*, is a professor at San Jose State University. He was invited to the library as a speaker for the staff’s Nov. 8 professional development day and this board meeting. Unfortunately, due to issues with his flight, he was unable to attend the meeting in person. Instead, he produced a video version of his presentation and it was shown to the board.

  - The video explores how libraries can best serve the community in which it resides: as both a traditional library with traditional services but also a library which meets needs its respective community’s needs creatively. Dr. Stephens provided many examples of non-traditional and creative service such as unique staffing (embedded social workers), materials (tool lending), access (unstaffed hours), and more. He explains that libraries and staff should serve their community with a whole-heart so everyone feels welcomed and can find their own place at the library, regardless of what that may look like.

  - To truly serve our mission, a library must become a palace for the people, based on the people it serves.
I. Old Business
   • There being no old business, the meeting continued.
J. New Business
   • There being no old business, the meeting continued.
K. Adjournment
   • There being no further business, the meeting adjourned at 5:01 pm

The next Board of Trustees meeting will be held on Thursday, Dec. 5, 2019, at 4 pm in the Community Room at the Ladd Library.