

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**November 2, 2017**

**Board members in attendance:** [President] Harriet Kalinsky, [Vice President] Matthew Wilding, Mary Sharp, Susie McDermott, Hassan Selim, Hilery Livengood, Randy Ramlo, Jade Hart (via phone)

**Board members unable to attend:** Clint Twedt-Ball

**Staff in attendance:** [Library Director] Dara Schmidt, Amber Mussman, Erin Horst, Hollie Trenary, Kevin Delecki, Heidi Hartke, Patrick Duggan, Jessica Musil

**Others:** Charity Tyler, Executive Director of the CPRL Foundation; Alex Taylor, Barbara Robison, Dick Dearing, board members from the Giacoletto Foundation

- A. Call to Order
  - Ms. Kalinsky called the meeting to order at 4 pm.
- B. Consent Agenda – Action
  - Minutes: Oct. 5, 2017

*Ms. Sharp motioned to accept the consent agenda. Ms. Livengood seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of the Giacoletto Foundation

*Mr. Wilding motioned to accept the resolution of thanks. Ms. McDermott seconded. The motion carried with unanimous approval.*

The Library recognized the Giacoletto Foundation. Through their gifts to the Cedar Rapids Public Library Foundation, the Library has been able to launch multiple programs at both locations specifically impacting our teen patrons. In addition, their generous support has sustained the Out Loud! Author Series since its inception 10 years ago.
- E. Foundation Report – Charity Tyler
  - Ms. Tyler continues to receive grant approvals for grant requests including the Dolly Parton Imagination Library. The Foundation will participate in GivingTuesday this year again.
  - The Foundation hosted two outreach opportunities for the Downtown Rotary.
- F. Friends of the Library Report – Libby Slappey
  - Ms. Schmidt reported for Ms. Slappey. The annual Friends weekend sale is Nov. 3-5. This is their largest sale of the year and volunteers are still needed.
- G. Service Spotlight: Organizational Health – Amber Mussman, Erin Horst, Hollie Trenary, Kevin Delecki
  - In conjunction with the City of Cedar Rapids, the Library will undergo Organizational Health Training. All managers and supervisors will have had the two-day training by February and all Library staff will receive initial training in March. This is a new initiative by the City for a five-year training plan based on Patrick Lencioni's books *The Five Dysfunctions of a Team* and *The Advantage*. The senior Library management team is also working through Brave Leaders, a curriculum developed by Brené Brown, to encourage and build positive work culture. They are reading the book *Daring Greatly* in preparation of rolling out the curriculum to all Library staff in the next one to two years.
  - Mr. Delecki presented on *The Advantage*, which is akin to a 'how-to' guide for *The Five Dysfunctions of a Team*. The book persuasively argues the case for Organizational Health. The author wants leaders to recognize the difference between a 'smart' organization,

which focuses on fundamentals of business, versus a 'healthy' organization, which focuses on positive culture. The author feels success cannot be tied directly to business outputs.

- Ms. Mussman discussed the law of thirds, a principle Lencioni uses to describe types of employees: supporters, naysayers, and the undecided. As leaders, we must have the courage to focus on and inspire our supporters instead of the naysayers to help improve the culture.
- Ms. Trenary was struck by Brené Brown's Pillars of Courage: vulnerability, clarity of values, trust, and rising skills. To be a courageous leader, leaders must expose themselves to discomfort to be authentic leaders.
- Ms. Horst discussed a portion of Brown's work on setting boundaries. While we are uncomfortable telling someone "no" – it is eight seconds of discomfort to say "no" versus breeding resentment toward another person because we agree to something we really don't want to do.
- Ms. Schmidt gave copies of all three books for trustees. It is not required reading but a resource for trustees as the Library undergoes this important work.

#### H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - **Action:** Janitorial Contract Renewal
    - The Library would like to renew the janitorial contract with FBG for its second year of a five year contract. The price and services have not changed but the contract was amended to add a fine for setting off the security alarm.  
*The motion to accept the janitorial contract renewal for \$124,536 carried with unanimous approval.*
- Personnel and Policy Committee – Hilery Livengood, Committee Chair
  - There is nothing to report.
- Advocacy Committee – Jade Hart, Committee Chair
  - Trustees shared feedback from the meetings with council and mayoral candidates. Trustees felt that the experience was positive for both sides and candidates appreciated the information.

#### I. Library Director's Report

- Ms. Schmidt recently attended the Urban Libraries Council (ULC) Annual Forum. This year's theme centered on Leading in a Democracy. Following the forum, ULC released a statement aimed at achieving racial and social equity. All 129 ULC member libraries signed on to the statement. Ms. Schmidt notes that the statement is complementary to bridging the divide. She wishes to add this as a component of the next strategic plan to incorporate equity into all we do.
- The Library will start a strategic planning process in the next few months, including a strategic planning consultant search. The current plan ends this fiscal year.
- Ms. Schmidt has preliminary results from a recent patron usage survey conducted in the summer. Patrons could complete the survey on library computers, an email invitation, and on paper. The survey was not scientific but tries to get a snapshot of what resources people are using and their interactions with staff. In addition, the survey tried to pinpoint attitudes on hours:
  - Online respondents felt the current hours meet their needs. Those wishing for extended hours: 42% requested Sunday hours, 39% for evening hours, and 33% for Saturday hours.
  - 63% of Downtown respondents felt the hours meet their needs. Of those who did not agree, 81% desired Sunday hours, followed by evening hours and then Ladd hours.

- 82% of Ladd respondents felt the hours meet their needs. Respondents who want to restore hours ranked Ladd Saturday hours as most important with 88%, followed by evening hours, and Sunday Downtown hours.
  - As the data is analyzed more, Ms. Schmidt will share findings. This is the start of delving into how to best serve the public over the next five to 10 years.
  - Ms. Schmidt highlighted the annual report. Overall our statistics are down between five to 10 percent. However, this will be less than anticipated since we reduced hours by 20 percent. In addition, our revenue was higher than projected. As Ms. Schmidt has previously reported, we will use the extra funds to help support one-time expenses for technology upgrades, programming, and materials purchases.
- J. Old Business
- There being none, the meeting continued.
- K. New Business
- **Action:** Policy 1.01 Bylaws
    - Ms. Schmidt is making two recommendations for change in the Bylaws.
    - Article VI, Section 2, Ms. Schmidt recommends updating the Bylaws to note that trustees can be notified by email as well as mail five days ahead of the meeting to discuss proposed changes.
    - Article III, Section 3, the City Attorney wrote recommended changes in regards to public comment so the Board's policy would be consistent with City policies. The goal is to better define what is allowable – the changes are not about censure but rather about civility. A brief discussion was held to revise the recommended language for clarity. The following sentences were split from one sentence: Behavior that is abusive, personal, impertinent, irrelevant, slanderous, or profane remarks shall not be allowed. Loud, threatening, personal, or abusive language shall not be allowed.

*Ms. Livengood motioned to accept the updated Bylaws with the changes to Article III, Section 3. Mr. Selim seconded. The motion carried with unanimous approval.*
- L. Adjournment
- There being no further business, the meeting adjourned at 5:13 pm

**The next Board of Trustees meeting will be held on Thursday, Dec. 7, 2017, at 4 pm in the Community Room at the Ladd Library.**