

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
November 2, 2023

Board members in attendance: [President] Clint Twedt-Ball, Jade Hart, Chris Casey, Susie McDermott, Jeremy Elges (in person); [Vice President] Monica Challenger, Elisabeth Hepworth (via Zoom)

Board members unable to attend: Hassan Selim, Rafael Jacobo

Staff in attendance: Dara Schmidt, Amber McNamara, Kevin Delecki, Erin Horst, Jessica Musil (in person); Patrick Duggan, MJ Eyzaguirre (via Zoom)

Others: Charity Tyler, Executive Director, Foundation of the Cedar Rapids Public Library; Libby Slappey, Presidents, Friends of the Cedar Rapids Public Library (in person)

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: October 5, 2023

Ms. McDermott moved to accept the consent agenda. Ms. Casey seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
 - The Foundation added another shirt to their RAYGUN t-shirt offerings. This new shirt is a nod to last month's great story, where a child remarked that the library was a magical place.
 - Ms. Tyler is planning the public phase of the capital campaign. She expects a kick-off with public celebration to occur in January. As details are finalized, library trustees will receive information. Ms. McDermott asked what percentage of fundraising is the Foundation hoping to secure prior to the public launch. The Foundation would like to see 50% of the fundraising goal secured. In addition, the next year's annual Stay Home and Read Ball fundraiser will change a bit to encompass the campaign.
 - Staff are also finalizing the year-end appeal, which will be sent out in the next several weeks.
- E. Friends of the Library Report – Libby Slappey
 - The Friends are actively preparing for the large Fall weekend sale. It is at the downtown library and will open tomorrow, Friday, November 3. The Friends board and volunteers have worked hard to get out as many genres as possible for shoppers.

Ms. Challenger joined the meeting at 4:08 pm.

- F. Board Education: Conference/Professional Development Updates – Dara Schmidt
 - October was a big conference month for the library. Six employees attended the Iowa Library Association (ILA) conference in Dubuque from October 11-13, and another two went to the Urban Library Council (ULC) conference in Seattle from October 25-27.
 - Those who attended shared highlights from their conference: three things you learned, two things to learn more about, and one big ah-a moment. Ms. Schmidt shared pieces of reports staff submitted. Several staff were intrigued by sessions related to climate justice and sustainability, materials challenges, and repair cafes or fix-it clinics. Another enjoyed a session on accessibility audits so patrons of all abilities can enjoy the physical space of the library building. Two staff were inspired by authors: Jeremy Noble's book called

Project UnLonely, challenging the ideas of loneliness and how libraries can play a role; and KC Davis' book called *Struggle Care* that helps readers' shift their mindset around gentle problem solving within a person's ability. Ms. Schmidt also shared several books that inspired her during the conference.

- Attending a conference is open to any staff member. Twice a year, staff are encouraged to submit an application, explaining how they and the library would benefit from attendance. People are selected to attend based on several factors while also considering budget constraints. Ms. Schmidt thanked the board for their commitment to staff professional development, which includes local and national conferences as well as in-house staff training.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - There was no report.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Hepworth reported for Ms. Challenger on September 2023 financials. At this time of the year, the library has received 36% of anticipated revenues, and has paid 29% of the expenditures. Ms. Hepworth noted that the full fiscal year of Willis Dady Service Navigator costs have been posted as well as the full fiscal year of Ladd Library rent.
 - **Action:** Janitorial Contract Amendment 1.
 - Ms. Challenger presented the extension of janitorial contract with FBG with a 3% increase. The total cost for the next two-year term is \$188,772. The committee feels this increase is reasonable for the work. As a reminder, in two years, we will bid again for janitorial services to align with purchasing best practice.

The committee recommendation to approve the janitorial amendment in the amount of \$188,772 as presented in the packet carried with unanimous approval.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** 3.04: Behavior Policy. The committee reviewed the Behavior Policy and have no recommended changes, as it seems to work well for staff. The committee felt that the examples of behaviors were appropriate. There being no questions, Ms. McDermott moved to the next policy.
 - **Action:** 6.00: Professional Development. The committee does not recommend any changes, and wishes to continue professional development to benefit the library and staff.

The committee recommendation to approve the reviewed policies as presented in the packet carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
 - Ms. Hart reported that there is no action as the committee is still paused for fundraising. However, the committee will meet again on December 7.

H. Library Director's Report

- On Election Day, November 7, both libraries will serve as precincts. On Saturday, November 4, the downtown library will host early voting for the community during the Friends sale.
- Next Friday, November 10, the libraries will be closed for professional development. Typically, the day focuses on education; however, we're also mixing in a major materials shifting project, which is part of the strategic plan. Materials Supervisor Jill Martinez has extensive plans to push for the most disruptive shifting that would be difficult to accomplish when the library is open. Trustees are always welcome to attend any part of the day.
- As we prepared data reports this month, it was interesting to look at trends over time and they will be especially telling as we achieve normalcy. For example, March tends to be

high volume month with Spring Break and community events. Programming is becoming a big driver for door counts and circulation. Meeting room counts are climbing as well as people return to the building for programs and materials.

- Ms. Schmidt reported that the Commons light replacement project is nearing completion. Staff and patrons have been patient and she looks forward to having light in the Commons again.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- There being no new business, the meeting continued.

K. Adjournment

- There being no further business, the meeting adjourned at 4:54 pm.

The next Board of Trustees meeting will be held on Thursday, December 7, 2023, at 4 pm in the Community Room, Ladd Library