

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

Board members in attendance: Jade Hart, Chris Casey, Elisabeth Hepworth, Susie McDermott (in person); Rafael Jacobo, Hassan Selim (all via Zoom)

Unable to attend: [President] Clint Twedt-Ball, [Vice President] Monica Challenger, Jeremy Elges

Staff in attendance: Dara Schmidt, Amber McNamara, Erin Horst, Kevin Delecki, Jessica Musil (in person); Patrick Duggan, Jessica Link, Todd Simonson (all via Zoom)

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

- A. Call to Order
 - Ms. Hart called the meeting to order at 4:00 pm.
- B. Consent Agenda – **Action**
 - Minutes: January 5, 2023

Ms. Casey moved to accept the consent agenda. Ms. McDermott seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
 - There are two new operational changes with the Dolly Parton’s Imagination Library (DPIL) program. First, the book ordering system maintenance will shift to the new Library Clerk as the Programming Manager position has grown. In addition, the Early Literacy Specialist will work with Reading into Success partners to highlight and promote the DPIL program. As of this meeting, the January enrollment and graduation counts are not yet available.
 - Ms. Tyler attended the American Library Association’s (ALA) conference LibLearnX. Her primary focus was sessions on Advocacy and Intellectual Freedom.
 - The casebook for the capital campaign is complete. Ms. Tyler showed the final brochure, which includes a pocket to hold updated pertinent information, to be used for the quiet phase of the campaign. The Foundation has started donor visits and calls, and plans to apply for grants. Lois Buntz and Libby Slappey have agreed to be campaign chairs along with several campaign cabinet members. The quiet phase should last about six months before it opens to a year-long public campaign to raise \$10 million.
- E. Friends of the Library Report – Libby Slappey
 - On Sunday, the Friends will host a table at Comic Con to sell donated pristine comic books. Ms. Slappey passed around copies of Friends’ bookmarks listing 2023 sales, which includes larger sales in the Spring and Fall at the downtown library, and Farmers Market sales on the library’s plaza.
 - Ms. Hart shared her appreciation for sales in the building, as it drew many into the library. Ms. Schmidt thanked Ms. Slappey and the Friends for being strategic in their sales’ operations.
- F. Board Education: Library Accreditation & ADA Priority Review – Dara Schmidt & Jessica Musil
 - Every three years, the library goes through the accreditation process with the State Library of Iowa. The process is important to benchmark against peers, and makes us eligible for available funding. It is also a method to ensure we’re providing quality service to our community. The full accreditation documentation is in the board packet. Our library is a Tier 1 library and will seek the same accreditation for this cycle. Ms. Schmidt read through the highlights.

- Library Governance. This section ensures that the library operates under the state and municipal code standards, such as setting an annual budget, having regular meetings, offering continuing education for trustees, and reviewing policies once every three years.
- Library Management. This section notes how the library will share information with the trustees – including orientation, financial, and statistical data, and how laws impact library business – and strategic plans.
- Library Personnel. This section outlines responsibilities of the library director including endorsement from the State Library, continuing education, and annual review, as well as job descriptions for staff.
- Library Programming and Community Relations. This section summarizes requirements for programs, and communication efforts to the public as well as government, business, and partner organizations.
- The Library has met all the accreditation standards with exception to one: annual trustee meetings with all county libraries. This started in 2019 and stopped with the pandemic. The next meeting is scheduled for March, and trustees will receive an invitation. It is an advocacy effort, as we invite Board of Supervisors and local government representatives. Regardless, we have met enough of the requirements to receive Tier 1 accreditation.
- The accreditation process also requires review of ADA priorities. Ms. Musil reviewed Priority 2 – Access to Goods and Services. The review also aligns with City of Cedar Rapids’ initiative to update all facilities and sidewalks for ADA compliance. The following are highlights of this review:
 - Ramps. The ramp from the skywalk entrance into the second floor was reviewed and is compliant. It was modified during the ADA improvements to have a 60” level landing at the top and extend the handrail 12” beyond the base of the ramp.
 - Public Elevator. The elevator is an important structure to ensure access; it meets compliance based on required factors. It has always been compliant and did not require modifications.
 - Assembly Areas. Whipple Auditorium classifies as an assembly area. It was modified to ensure adequate accessible seating and adjacent companion seating. Users did not have multiple seating options before it was modified.
 - Seating: non-employee work surfaces. The library has tables and worksurfaces throughout the building. Current furniture allows any user to use the space instead of having to find specific accessible tables. Any non-compliant tables, such as on the reading terrace, were replaced so patrons can select any table.
- The ADA review, while only required during accreditation, has become a standard within our practices. The purchase or movement of any furniture or fixture is always reviewed to ensure it meets ADA requirements.
- The final step is to submit the application with required supporting documentation by February 28, along with signatures from Ms. Schmidt and Mr. Twedt-Ball, as board President.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - There being nothing to discuss, the meeting continued.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Schmidt reported for Ms. Challenger and reviewed the December Finance memo as presented in the board packet. The library is halfway through the fiscal year; at this time, we have received 60% of the revenue and spent 48% of the expenditures. Ms. Schmidt has no concerns with the budget.
 - Budget will be presented to City Council in the next two weeks. The Library’s budget will not be presented separately and will be included with other departments. Ms. Schmidt will attend and invite trustees to attend.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy Review. Ms. McDermott reviewed the following policies.
 - 2.01: Reconsideration Policy. The recommended changes will align our practice with best practices from libraries across the country. The major change is that the director will make the final decision on items deemed appropriate for the collection instead of the board. The committee feels this is a positive change as the director has the knowledge and experience to make this decision, and board's role is to set the intention of the policy. The policy now also states only residents of the City of Cedar Rapids may request reconsideration. Ms. Hart had a grammatical change in the text as well.
 - 5.02: Fundraising Policy. This policy was carried over from last month due to questions about the title. The committee recommended renaming it as 'Fundraising Policy.'

The committee recommendation to approve the above policies as presented in the board packet, following a minor grammatical change in 2.01, carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
 - The Westside Library Project community engagement session was well attended. Following data collection from the in-person session and surveys, OPN will compile themes to consider incorporating into the design. This session was specifically for regular users visiting the library over the lunch hour. Ms. McNamara is working with community partners to gather information from immigrant/refugee populations and non-English speaking citizens. Partners will have a better chance to encourage and solicit feedback. We will host more sessions and feedback opportunities in the future to meet various demographics – library users, non-users, and underrepresented users.

H. Library Director's Report.

- The library sent nine staff members and one trustee to the Jerry Kline Community Impact Prize reception during the American Library Association (ALA) LibLearnX conference. The reception was a nice celebration for the staff, and Ms. Schmidt was presented with the \$250,000 check by Jerry Kline.
- Ms. Schmidt asked attendees to send her three interesting things they heard or saw, two things they'd like to learn more about, and one a-ha moment. Ms. Schmidt shared the following feedback:
 - Tait Larson learned about the "Ladder of Inference", a model for understanding how humans gather, evaluate, and make judgements about new information.
 - Rebecca Vernon attended a session called "Beyond "Fake News" session, and learned that the least common type of misinformation or disinformation is actually Fabricated Content, also known as conspiracy theories. It is much easier to create clickbait, satire, false context, misleading content, imposter content, or manipulated content.
 - Kristine Olsen attended a session on meeting the needs of readers advisory and homebound seniors. She's looking forward to exploring new partnerships with groups who serve our seniors as a possible expansion of Books By Mail services.
 - Jessica Musil is wondering how can our library, in this post-pandemic world, focus on the needs of our next normal instead of clinging to an unreachable past? Ms. Schmidt noted this is a major topic with library directors, and she's looking to how we can move forward instead of chasing the past.
 - Kevin Delecki notes that our library is ahead of the curve – and in multiple sessions, he recognized that our teams are already doing the recommendations from our libraries. In many ways, several attendees noted our library could be teaching sessions. Very often, we are presenting at the major library conferences.

- Immediately following the March board meeting, we will host a thank you reception for our community partners. The meeting will be moved from Ladd Library to the Downtown Library, as we're currently scheduled to be at Ladd. Trustees will receive formal invitations for the reception. Ms. McNamara has sent an additional press release about the award.
- I. **Action:** County Contract for Library Services FY23
- The County contract is for direct services for un-incorporated Linn County residents who would not be able to access a library otherwise. The county has approximately \$400,000 for contracted library services. Each of the 11 Linn County libraries have access to the funds based on usage. This year's contract is for \$87,369.04, and is variable every year.
- Ms. Casey moved to accept the Linn County Contract for Library Services FY23. Ms. McDermott seconded. The action carried with unanimous approval.*
- J. Old Business
- There being no old business, the meeting continued.
- K. New Business
- There being no new business, the meeting continued.
- L. Adjournment
- There being no further business, the meeting adjourned at 5:01 pm.

The next Board of Trustees meeting will be held on Thursday, March 2, 2023, at 4 pm in the Conference Room, Downtown Library