

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**Feb. 7, 2019**

**Board members in attendance:** [President] Matthew Wilding, [Vice President] Jade Hart, Clint Twedt-Ball, Susie McDermott, Monica Challenger (via phone), Randy Ramlo, Harriet Kalinsky, Hassan Selim, Mary Sharp

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

**Others:** Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Carla Andorf, IowaWorks; Jean Kirby, community member

- A. Call to Order
  - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
  - Minutes: Jan. 3, 2019

*Ms. McDermott motioned to accept the consent agenda. Ms. Kalinsky seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Resolution of Thanks – IowaWorks
  - IowaWorks, a partnership of Kirkwood Community College and Iowa Workforce Development, is committed to providing employment services for job seekers. The organization strives to improve the process for individuals to receive skills training and apply for jobs. In addition, they connect employers with the workforce. IowaWorks provides Library patrons with direct access to these resources including through development of the Opportunity Center at Ladd Library.
- E. Foundation Report – Charity Tyler
  - Ms. Tyler continues to apply for Dolly Parton Imagination Library (DPIL) grants. In addition, she has secured more corporate donors to the Foundation.
  - Invitations for the annual Stay at Home and Read Ball have gone out. The event is on Sunday, Feb. 24 with a theme of Oh, the Places You'll Go.
  - Registrations for DPIL are now at 4,524 children, which is 50% of eligible children in Cedar Rapids. The Foundation plans to have registration forms available at the local preschool registration day.
- F. Friends of the Library Report – Libby Slappey
  - The next Friends board meeting will discuss sales at the Library for Farmers Market weekends as well as Basement Book sales.
  - The week of Feb. 18, Fusion Farm will present their marketing materials to the Friends board.
  - The downtown Friends Book Nook will move to a new location. New shelving has been ordered to fill the former MediaBox space across from Holds. The shelving plus the red carts will add more space for the Friends to sell used books.
- G. Service Spotlight: Communico – Amber Mussman
  - Ms. Mussman demonstrated the new room reservation system Communico, which replaces Evanced. When Evanced was purchased, the Library was still at Westdale Mall and had one reservable meeting room. Communico's system is more robust to meet our needs: multiple rooms, taking payment, and different rules for the spaces. In addition, the system is more user friendly for both patrons and staff. Communico is a suite of products;

at this time, we're only using two of their products. The implementation of Communico is approximately at the same cost as Evanced and another product Communico replaced.

#### H. Library Board Committee Reports

- Committee Personnel – Matthew Wilding
  - Mr. Wilding announced that Jade Hart will join the Finance Committee and Hassan Selim will join the Personnel and Policy Committee.
- Finance Committee – Randy Ramlo, Committee Chair
  - **Action:** County Contract for Library Services FY19
    - The FY19 contract is for \$74,447.06, which is less than FY18. County libraries get a portion of a fixed amount, based on a formula using library usage statistics. Ms. Schmidt predicts that the FY20 contract will increase because we will increase our hours, thereby increase usage.  
*The motion to accept the County Contract for Library Services FY19 in the amount of \$74,447.06 carried with unanimous approval.*
    - Mr. Ramlo also expressed thanks to Ms. Schmidt for her leadership in representing the Library at the City's budget hearing that week.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** Policy 1.05 Statement on Labelling
  - **Action:** Policy 1.05a Labels and Rating Systems
    - A discussion was held on the policies. Libraries have specific rules about labelling and their roles in libraries. Labelling can in some ways make statements about the materials we have and can inadvertently influence patrons.  
*The motion to reaffirm policies 1.05 and 1.05a carried with unanimous approval.*
    - The committee will affirm Policies 1.01 and 1.07 at the next meeting, which are included in the packet.
    - Ms. Challenger asked about further information regarding the Bill of Rights and language changes, as discussed at the last board meeting. Ms. Schmidt has talked with the American Library Association and was assured that discussion around race, gender, and sexual identity and orientation, are scheduled for this year with possible changes in 2020.
- Advocacy Committee – Jade Hart, Committee Chair
  - There being no discussion, the meeting continued.

#### I. Library Director's Report

- Ms. Schmidt thanked the trustees for their advocacy with City Council members, City leaders, and other stake holders as the Library prepared the FY20 budget.
- Library leaders communicate regularly and make decisions for weather-related closures. Ms. Schmidt recognizes that the library may be a warm place for patrons and their families over the winter, especially during extreme cold and storms. She wishes to keep the library open as much as possible. Staff are encouraged to stay safe. The Library's senior management team has committed to being open as much as possible. Ms. Schmidt and Ms. Mussman communicate regularly before, during, and after storm events. They review security footage to see if the buildings' parking lots and walkways are cleared. They look at road conditions and snow plow cameras. Each storm event is discussed in advance and conditions are monitored to make a determination.
- The Opportunity Center at Ladd Library will have its official grand opening event on Thursday, Feb. 28 from 4-6 pm. Trustees are invited. Final hours for the Opportunity Center are in the process of being approved; they are based off of Library usage patterns.
- Greyhound Café's floors completed; however it took a week longer than anticipated due to unforeseen issues and extreme cold. Even though this was a hardship for them we were able to receive many food donations during the extremely cold three-days for our

patrons. The Library and staff received many thanks of appreciation in support of our most vulnerable patrons.

J. Old Business

- There being none, the meeting continued.

K. New Business

- Introduction: Todd Simonson, Public Service Manager
  - Mr. Simonson joined the library from Luke Air Force Base in the Phoenix area. He has years of experience as a school librarian and in public libraries. He will oversee the Public Service staff and patron experiences. The Operations Department was changed to Public Service to reflect our desire to focus on the patrons and their experiences, and to better support the teams in those roles.
- **Action:** Janitorial Amendment
  - The Library would like to update the janitorial contract with FBG for two reasons: to include the new addition of the Opportunity Center at Ladd Library and to improve cleaning services downtown on Sunday. Currently, Sundays are cleaned with a day porter model – doing the essentials after being open for four hours. However, in the winter months, this is not effective and needs an overnight cleaning. Ms. Schmidt noted that the partners for the Opportunity Center will have a fee to help cover the cost of services by the Library, such as janitorial and technology assistance.
  - To increase services downtown, the additional cost will not exceed \$14,460 annually. However, this is calculated for 12 months of extended Sunday service. For five months, the cost is estimated at \$6,025. To add the square footage at Ladd, the price will not exceed \$3,468 annually.

*Ms. Hart motioned to accept the increased fees, not to exceed \$17,928 for additional janitorial services. Mr. Twedt-Ball seconded. The motion was carried with unanimous approval.*

L. Adjournment

- There being no further business, the meeting adjourned at 5:09 pm

**The next Board of Trustees meeting will be held on Thursday, March 7, 2019, at 4 pm in the Community Room at Ladd Library.**