

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

**Board members in attendance:** [President] Harriet Kalinsky, [Vice President] Matthew Wilding, Mary Sharp, Clint Twedt-Ball, Susie McDermott, Joe Lock

**Board members unable to attend:** Hilery Livengood, Randy Ramlo, Jade Hart

**Staff in attendance:** [Library Director] Dara Schmidt, Amber Mussman, Hollie Trenary, Kevin Delecki, Stephanie Hall, Patrick Duggan, Lisa Miles, Will O'Hearn, Jessica Link, Jessica Musil

**Others:** Charity Tyler, Executive Director of the CPRL Foundation; Cindy Monroe, President, Friends of the Cedar Rapids Public Library; Amy Becker, Family Connections Library; LaSheila Yates, City of Cedar Rapids; Matt Myers, City of Cedar Rapids

- A. Call to Order
  - Ms. Kalinsky called the meeting to order at 4:03 pm.
- B. Consent Agenda – **Action**
  - Minutes: Feb. 2, 2017

*Mr. Twedt-Ball motioned to approve the consent agenda. Ms. McDermott seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of LaSheila Yates
  - The Library recognized and thanked LaSheila Yates for her service and dedication to enrich our communities and promote diversity through a strategic partnership and special events with the Cedar Rapids Public Library. Ms. Yates was presented with a certificate.

*The motion to accept the resolution in thanks of LaSheila Yates carried with unanimous approval.*
- E. Foundation Report – Charity Tyler
  - Ms. Tyler has been busy with donor calls and visits in the last month, building and cultivating relationships.
  - The Foundation will convert to a new donor database; the data conversion is scheduled in the next month. The new software will better serve the Foundation and its needs.
  - The Foundation released a new appeal – the theme is literacy to build off of the Take on Literacy Campaign.
- F. Friends of the Library Report – Cindy Monroe
  - The Friends are preparing for a sale this Saturday at the downtown library. They look forward to future sales at the Cherry Building. In addition, they have completed their flood recovery efforts. On behalf of the Friends, Ms. Monroe thanked the library for the opportunity to supplement programs.
- G. Two-Way Conversion/Crosswalk Update – Matt Myers, City of Cedar Rapids
  - Mr. Myers presented the trustees with a proposal of a crosswalk between the 4<sup>th</sup> Avenue entrance of the Library to Greene Square. It would elongate the median at the railroad crossing so walkers could stand safely in the middle of the median as they crossed. At this time, construction for the conversion is still slated for late 2017 to early 2018.
- H. Service Spotlight: Family Connections – Amy Becker
  - Family Connections has memorandums of understanding with 15 partner organizations that serve children from birth to age 5 and their families in a range of specialties. Foundationally, Family Connections assists in child health, early learning, and family and caregiver strengthening. Programs and partners offer a range of services including

Healthy Child Screening Days, the Babies & Books program, and Reading into Success Vroom App case study.

Mr. Lock joined the meeting at 4:37 pm.

I. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - **Action:** County Contract for Library Services FY17.
    - The FY17 contract has increased from the previous year. The fee has been steadily increasing following the flood of 2008; these fees are based on a formula and change annually.  
*The motion to accept the County Contract for Library Services in FY17 carried with unanimous approval.*
- Personnel and Policy Committee – Hilery Livengood, Committee Chair
  - The committee recently met and hopes to bring items to the board soon.
- Advocacy Committee – Jade Hart, Committee Chair
  - Ms. Sharp reported for Ms. Hart. Trustees are asked to grow the Take on Literacy program. This new initiative will help foster literacy in the business community – targeting adults to encourage their own literacy. Ms. Sharp urged trustees to ask three businesses, clubs or organizations to pledge to the campaign or register their own existing literacy efforts, for example a current book club.
  - The goal is to have 50% of the 125 registered businesses, clubs or organizations by June.

J. Library Director's Report

- The Library's union contract is active for another two years starting July 1. The Library wishes to remain a good place to work – including benefits and pay - to retain quality staff. State laws may change, but the library is committed to providing the best service to the community.
- Ms. Schmidt is participating in the City's Sustainability Committee, which is currently investigating how to qualify as a STAR Community. She is particularly interested in the Library's role in this initiative. Libraries are seen as key contributors for education, which is vital to be a sustainable community.
- The Library continues to work toward a Center for Working Families partnership with Kirkwood Community College and United Way of East Central Iowa. Recently, a focus group was held to determine the needs of working families and found that the project's goals were aligned with the focus group's results. This project aligns with United Way's Spark\*5 program, which is a prevention-based initiative focused on transforming children in poverty, and federal grants are available to assist. These grants could be used to convert the Ladd Library warehouse into an office and collaborative space. The project is looking to build relationships, develop the vision and service delivery statement, and finalize partners.

K. Old Business

- There being none, the meeting continued.

L. New Business

- There being none, the meeting continued.

M. Adjournment

- There being no further business, the meeting adjourned at 5:06 pm

**The next Board of Trustees meeting will be held on Thursday, April 6, 2017, at 4 pm in the Conference Room at the Downtown Library.**