

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
June 1, 2017

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

Board members unable to attend: Randy Ramlo

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Kevin Delecki, Lisa Miles, Jessica Link, Jessica Musil, Patrick Duggan, Hollie Trenary, Erin Horst

Others: Charity Tyler, Executive Director of the CPRL Foundation; Amy Becker, Family Connections Library; Cindy Monore, Friends of the Cedar Rapids Public Library; Marcel Kielkucki, Kirkwood Community College; Brian Morelli, *The Gazette*.

- A. Call to Order
 - Ms. Kalinsky called the meeting to order at 4:01 pm.
- B. Consent Agenda – Action
 - Minutes: May 4, 2017
 - Special Event Application

The motion to accept the consent agenda carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.

Ms. Sharp, Ms. Hart and Mr. Twedt-Ball arrived at 4:03 pm.

- D. **Action:** Resolution in thanks of Joe Lock
 - The Library recognized and thanked Joe Lock for his service to the Library as a trustee since January 2007. Mr. Lock has been invaluable during his tenure, most notably serving the library through the flood, post-flood recovery and the levy campaign. Mr. Lock will conclude his 10 years of service on June 30.

The motion to approve the resolution of thanks of Joe Lock carried with unanimous approval.
- E. Foundation Report – Charity Tyler
 - The Foundation board has conditionally approved the Dolly Parton Imagination Library project. Ms. Tyler is authorized to seek a lead donor by Oct. 1, 2017, to launch the program in June 2018. As an affiliate with Imagination Library, children in our community will receive a book every month from birth to age 5. The donor will help in the first five years and build sustainability.
 - The Foundation will host its first non-event fundraiser, themed Choose your own Adventure. Instead of hosting an event, “attendees” will purchase “tickets” as a donation to the Foundation. Invitations will be in the mail next week with a non-event date of June 25. The Eastern Iowa Airport is a sponsor.
- F. Friends of the Library Report – Cindy Monroe
 - The book bicycle and wagon was getting ready to start visiting the community this summer, in particular the Summer Dare Everywhere sites.
 - Volunteers are cleaning and organizing the Friends’ space in the Cherry Building. Sales continue at the downtown Farmer’s Market in addition to regular Saturday sales at the Cherry Building itself.
 - Ms. Monroe shared that she will rotate off the Friends board at the end of this month. She thanked the trustees for their support.
- G. Service Spotlight: Center for Working Families – Marcel Kielkucki and Amber Mussman

- Mr. Kielkucki, with Kirkwood Community College, is working along with United Way and the library to create a Center for Working Families. This center is modeled after the Evelyn K. Davis Center for Working Families in Des Moines. That particular center has partnerships to address workforce training, employment opportunities, and grocery and retail services. The scope of services for the proposed center is yet to be finalized, depending on community partners. A focus group was held to understand community wants and needs in a center. At this time, the center plans to provide assistance for Connecting to Work Supports, Financial Literacy, Educational Opportunities and Connecting to Careers.
 - The planning group is meeting with community organizations to establish partnerships. They are preparing for a grant to hire a coordinator for the center. In addition, the Ladd Library warehouse, which will be the home for the center, is undergoing renovations to make room for a tenant.
 - The Library's role will be to make client connections and provide physical space.
- H. Library Board Committee Reports
- Finance Committee – Randy Ramlo, Committee Chair
 - Discussion: Ladd Library Lease Extension
 - Mr. Wilding reported. The original lease had a five and a half year initial term. As each term ends, rates will increase based on a formula. Mighty Mites, LLC, an affiliate of Ashely Furniture, holds the lease. Mighty Mites offered the Library a five or 10 year lease extension at the current rate.
 - All terms of the lease will otherwise remain the same.
 - **Action:** Posting of Public Notice of intent to extend Ladd Library Lease
 - The Library board must vote to post a public notice of a meeting dedicated to the discussion of the extension. If approved, the resolution indicates the board's desire to extend the lease and affirms a public hearing process in which a meeting will be held to discuss the extension for five or 10 years. If approved, a revised lease will be created and published for review.
 - The public could collect approximately 1,000 signatures to put the lease extension to a public vote.

The motion to accept the Posting of Public Notice carried with unanimous approval.

 - The Library will post a notice in *The Gazette* regarding a public meeting to discuss the Ladd Library lease extension. The special board meeting is set for Friday, June 30 at noon in Whipple Auditorium of the downtown library. The vote on the extension will be at the regular August board meeting.
 - Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - Ms. Livengood shared that Ms. Schmidt has been working with the City Attorney regarding new legislation and weapons. Once information has been received, the committee will review policies and bring any recommendations to the full board at a future meeting.
 - Advocacy Committee – Jade Hart, Committee Chair
 - There is nothing to report.
 - Nominating Committee – Mary Sharp, Committee Chair
 - Ms. Sharp has asked Ms. Hart and Mr. Lock to serve on the Nominating Committee. The committee will bring recommendations for the President and Vice President Slate of Officers at the July meeting.
- I. Library Director's Report

- Ms. Schmidt shared an updated video on the local Campaign for Grade Level Reading. She will travel to Denver in June for a national conference geared toward grade level reading campaigns with other community partners.
 - The State Library recently announced it will switch to Gale from EBSCO for contracted database services. New changes will take effect July 1, 2017. Ms. Horst is working with MLN libraries and EBSCO to retain current databases. The Gale offerings differ – and while the Library is not opposed to the switch – we’d like more time to evaluate the new product before rolling it out to patrons. Discussions are preliminary and Ms. Schmidt hopes to share more as details are worked out.
 - The IMLS Awards Ceremony will be held in Washington, DC, in mid-July. Ms. Schmidt will travel to accept the award. More details on the itinerary are yet to be received.
- J. Old Business
- There being none, the meeting continued.
- K. New Business
- **Action:** The History Center Lease Extension
 - Douglas Mansion, The History Center’s future location, is delayed in its renovation. The History Center has requested to extend its lease, which is scheduled to expire January 2018, to August 2018. The rent will be prorated.
 - The Library and The History Center feel that the partnership has been valuable. In the exhibit’s visitor books, over 4,000 people have self-reported that they have visited the exhibits.

The motion to accept The History Center lease extension carried with unanimous approval.
 - Review FY18 Board Calendar
 - The calendar, listing board meeting dates for FY18, was reviewed. No changes were made.
- L. **Executive Session Action Item:** *Iowa Code § 21.5(1)(i) (2009).* Director's Performance Review
- Ms. Kalinsky noted that Ms. Schmidt requested the meeting go into closed session in order to discuss the director’s annual review.
- The motion to enter into a closed session was carried with unanimous approval.*
- The Board went into closed session at 5:11 pm. Those present during the closed session were: Mr. Lock, Ms. Kalinsky, Ms. Sharp, Mr. Wilding, Ms. Hart, Ms. McDermott, Mr. Twedt-Ball, and Ms. Schmidt.
 - The meeting resumed in open session at 5:48 pm.
- M. **Action:** Director’s Performance Review
- The motion to accept the director’s performance review was carried with unanimous approval.*
- N. **Action:** Director’s Position Reclassification
- Ms. Schmidt’s position has been classified as Grade 22; all other directors within the City of Cedar Rapids are at Grade 24. The action item would reclassify Ms. Schmidt’s position to Grade 24.
 - Ms. Livengood inquired how the reclassification will change. Mr. Wilding noted that the overall percentage change is approximately 7.5%. A majority of this is due to keeping Ms. Schmidt’s pay aligned in the grade/step system prescribed by the City. In addition, this includes a cost of living increase.
- Ms. McDermott made a motion to reclass Ms. Schmidt’s position from Grade 22 to Grade 24. Ms. Hart seconded the motion. The motion was carried with unanimous approval.*
- O. Adjournment
- There being no further business, the meeting adjourned at 5:56 pm

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