

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
June 1, 2023

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

Board members unable to attend: Rafael Jacobo, Hassan Selim

Staff in attendance: Dara Schmidt, Amber McNamara, Erin Horst, Patrick Duggan, Jessica Musil (in person); Jessica Link, Todd Simonson, Andres Gallardo, Nathan Peterson (via Zoom)

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
 - Minutes: May 4, 2023

Mr. Elges 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
 - The Foundation budget has been developed and awaiting board approval. Ms. Tyler has been busy with capital campaign visits and submitting several grants. She passed around new copies of the campaign's case book, which includes new visuals and layouts. This book will be used with donors for the next several weeks.
 - The May 5 Literary Vines was the most successful so far, raising over raising over \$33,000. This is the third in-person event hosted by the Foundation. Several trustees shared praise for the event.
- E. Friends of the Library Report – Libby Slappey
 - The Friends have officially started their book sales season with the weekend May sale. The sale went well though Ms. Slappey felt it may have been better, however, due to an event in Greene Square, roads were closed around the library. The first farmer's market sale was successful to start the season.
- F. Board Education: Strategic Plan: Inclusion – Collection Locations & Fine Free Update – Erin Horst
 - Strategic Plan Update:
 - Materials Manager Erin Horst shared information on the strategic plan initiative to evaluate current collection locations and usage to make recommendations for future change, which falls under inclusion. The committee comprised of public service, materials, programming and community relations staff. The goal was to review collection locations for Downtown, as Ladd is a temporary location. Since opening in 2013, most collections have not significantly changed locations nor have been evaluated for continued appropriate placement. The committee worked within two major parameters: to not significantly decrease a collection nor change locations that would alter the physical space, for example the Children's Library and Non-Fiction would not swap.
 - The committee reviewed several types of data to inform the final recommendation, such as circulation and turnover, collection sizes, shelf measurements and types, loss rate, and responses from staff and volunteers.

- Ms. Horst explained the recommended changes to the different collections, such as in the re-arranging the children's library for improved navigation; large print moving into adult fiction on the first floor; condensing magazines to expand romance; combining graphic novels and science fiction on the second floor; and consolidating spark kits into one section.
- Over the summer, the materials team will develop plans to shift materials with the goal to shift items through Spring 2024. Ms. Horst will also review other key indicators to determine if the changes seem to improve patron experience and access, as well as material circulation.
- Mr. Twedt-Ball asked if the committee had good consensus on the recommendation. Mr. Horst noted that the group was very aligned and this final recommendation went through revisions. The committee was very dedicated and flexible with positive debate. Ms. Hepworth appreciates seeing the overlap and consensus between staff and volunteers.
- Fine Free Update:
 - Ms. Horst provided an update on the fine free initiative, which started in March 2020. This is a six-month comparison from the November 2022 update and we have consistent data, not impacted by disaster, to monitor change over time.
 - The rate in which materials are returned remains the same. In general, materials continue to come in on time 89% of the time. The number of blocked cards is about the same from November 2022 to May 2023. Blocked cards continue to spread out around the City and shift around instead of being concentrated on particular areas of Cedar Rapids, such as in 2018. Twenty to 30% of blocked cards are rotating between households, whereas we did not have rotation before but instead people were unable to get out of blocked card status. The number of blocked cards remains consistent month-to-month. In the beginning, blocked cards dropped from 16,000 to approximately 3,000 in a given month. Patrons are able to get out of blocked status by just returning the item instead of paying fines.

G. Library Board Committee Reports

- Nominating Committee – Susie McDermott & Jade Hart
 - Ms. McDermott and Ms. Hart agreed to serve on the Nominating Committee. They will meet in June and bring a recommendation on slate of officers for vote in July.
- Advocacy Committee – Rafael Jacobo, Committee Chair
 - There being no report, the meeting continued.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Challenger reviewed the April Finance memo as presented in the board packet. At this point of the year, we are expected to be at 83% for expenses and revenue, currently at 81% and 85%, respectively. Ms. Challenger highlighted that the Sale of Inventory revenue is low because the library halted the sale of fax cards while changing services. In addition, Printing and Duplication is lower because these services were free during the pandemic and charging for prints restarted in January. Rental of Equipment and Vehicles is significantly over budget in order to rent appropriate scaffolding to repair the Whipple Auditorium projector screen. Regardless of these issues, the budget remains on track overall.
 - **Action:** Purchase Order and Payment Approval – cost for new staff computers. Payment in the amount of \$123,064.20 to IT Outlet. New staff computers were last purchased in 2013, and they are becoming out of date and hard to maintain. The City released a bid and IT Outlet was the lowest bidder. Mr. Elges asked about the difference between monitors and PCs purchased. The library ordered 10 less monitors because we already have some in stock.

The committee recommendation to accept the purchase order and payment approval for staff computers from IT Outlet for \$123,064.20 carried with unanimous approval.

- **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries, payment in the amount of \$129,389 to iii Innovative. In the past, the trustees approved the ILS platform for approximately \$80,000, with smaller bills under \$50,000 coming in later. However, the vendor has changed the way they submit their invoices to the library to include the product and other add-ons at the same time. All of the products and add-ons are the same and are part of the existing 5-year contract now in its third year.

The committee recommendation to accept the purchase order and payment approval for the subscription, software, and services for downtown and Ladd from iii Innovative for \$129,389 carried with unanimous approval.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy 4.04 Environmental Policy. The committee recommends removing the Gold LEED level from the policy. When the policy was created, the Gold level isn't the same as it is today. Sustainability is the key and the committee does not want to tie the library to a standard that may not improve sustainability but would increase cost and overall maintenance. Since LEED has started, building sustainability is more common and chasing LEED of itself may not allow the flexibility for the building versus gaining a LEED point. Ms. Hepworth asked if there were other sustainability measures in place as we move toward the new building. LEED remains the main standard system. However, OPN and Design Engineers understand very well the board's commitment to sustainability, and top of mind throughout the design process.

The committee recommendation to accept the revised Policy 4.04 as presented in the packet carried with unanimous approval.

- **Action:** Westside Library Naming and Recognition Opportunities. The Foundation developed a Campaign Naming and Recognition Opportunities document. The committee felt the document is a good framework. The trustees are only approving the naming and recognition opportunities, and not the rest of the document, as it's a Foundation policy. A discussion was held on signage for the new building, which the Library can put rules around how the signage will look and be integrated. The opportunities are modeled after the standards set with the downtown library. This does not specify a donor recognition wall and as appropriate in the future, Ms. Tyler will request this from the trustees. Ms. Tyler also noted that if large spaces, such as conference rooms, do not have sponsored names, the trustees will name the spaces as the project progresses. Ms. Schmidt recommended that the board also add two print and copy nooks to the document as well.

The committee recommendation to accept the document, as presented in the packet with the with amendment adding two print/copy nooks, carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
 - Ms. Hart reported that the committee has not met but behind the scenes work has continued.

H. Library Director's Report

- Ms. Schmidt shared an update on the Westside project. Staff are digging into details of the building with OPN and Design Engineers, which will help inform the next cost estimation expected in June and July. The layout presented to the board may continue to see changes as details and cost estimation conversations unfold. Two major differences in the layout center on the Sorter Room – the system layout change decreased the cost significantly – and added a Reading Room, which necessitated a change to study room

counts. Ms. Schmidt showed new visuals. A major change was to remove the wood ceiling, which was very costly. OPN was able to add warm wood tones throughout the building, and complemented in the end panels, to great effect. Ms. Hepworth asked if we planned to re-purpose current shelving. As much as possible, the library will re-purpose shelving and other furnishings. The goal is to take as much as we can but we need to investigate feasibility of this. Changing the end panels' wood tone gives the space a more open and welcoming feel.

- In the statistics, April usage is down a bit. However, this aligns with trends for past April months. We expect an increase in May, which held more events.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- FY24 Calendar

- The FY24 board meeting calendar was reviewed. Trustees had no questions or concerns for the routine dates. Ms. Musil will send calendar invitations to trustees.

- **Action:** Library Services contract for City of Robins, FY24-28. The Metro Library Network (MLN) has contracted with Robins for library services for a long time, and this contract is to renew services for another five years. The MLN directors decided to use a different calculation model based on tax rate versus per capita to make calculations easy. This caused a slight reduction. However, they felt it was worth the reduction if the contract was extended to five years instead of three years, which has been past practice. Money from the contract is divvied up because the three libraries based on usage; Cedar Rapids get the least amount. The City of Robins will vote on the contract next week. Ms. Schmidt is asking for an approval now so service continues for residents.

Mr. Elges moved to accept the Library Services contract with City of Robins for FY24-28, contingent on approval by City of Robins. Ms. Hepworth seconded. The action carried with unanimous approval.

- **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review

- Mr. Twedt-Ball read aloud the Iowa Code pertaining to the reason for going into closed session. She noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

Ms. Hart moved to enter closed session. Ms. Challenger seconded. The motion was carried with unanimous approval following a roll call.

- The roll call was taken of those present in the closed session: Monica Challenger, Chris Casey, Elisabeth Hepworth, Jade Hart, Jeremy Elges, Susie McDermott, and Clint Twedt-Ball; Ms. Schmidt and Ms. Musil remained, all others departed. The board went into closed session at 5:26 pm.
- The meeting resumed in open session at 5:39 pm.

K. Adjournment

- There being no further business, the meeting adjourned at 5:40 pm.

The next Board of Trustees meeting will be held on Thursday, July 6, 2023, at 4 pm in the Conference Room, Downtown Library