

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
June 7, 2018

Board members in attendance: [President] Harriet Kalinsky, [Vice President] Matthew Wilding, Clint Twedt-Ball, Jade Hart, Hilery Livengood

Unable to attend: Hassan Selim, Mary Sharp, Randy Ramlo, Susie McDermott

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Hollie Trenary, Kevin Delecki, Jessica Musil, Patrick Duggan, Stephanie Hall, Melia Tatman, Mary Beth McGuire, Erin Horst

Others: Charity Tyler, Executive Director of the CPRL Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library; Alexis Peterson, Karter Donahue, and Grace Duffy, Kennedy High School graduates

- A. Call to Order
 - Ms. Kalinsky called the meeting to order at 4:02 pm.
- B. Consent Agenda – Action
 - Minutes: May 3, 2018

Ms. Hart motioned to accept the consent agenda. Ms. Livengood seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Resolution in thanks of Kennedy High School Class of 2018

Mr. Twedt-Ball motioned to accept the resolution of thanks. Mr. Wilding seconded. The motion carried with unanimous approval.

 - The Kennedy High School class of 2018, including the national honor society leaders, coordinated the creation of Cougar Corners. The class developed a project to get books into our community. The bookshelves, filled with reading materials, have been distributed to more than a dozen doctors' offices and health clinics in Cedar Rapids.
- E. Foundation Report – Charity Tyler
 - The Foundation has exceeded its annual fundraising goals prior to the close of the fiscal year.
 - Since January, over 8,000 books have been mailed to children signed up for the Dolly Parton Imagination Library.
 - Ms. Tyler just attended an international library fundraising conference in Denver. She is making plans to attend the American Library Association conference in New Orleans in late-June.
- F. Friends of the Library Report – Libby Slappey
 - Summer sales are underway – twice a month in conjunction with the Farmers Market.
 - Basement Books will also open on July 7 to coincide with PrideFest in NewBo.
 - Book donations remain steady.
- G. Service Spotlight – Homelessness in the Library Ryan Dowd Training – Dara Schmidt, Stephanie Hall, and Melia Tatman
 - The Library invited Ryan Dowd, executive director of a large homeless shelter near Chicago and newly published author, to train the staff on Homelessness in the Library. We used funds received from the National Medal grant to pay for the training.
 - Ms. Hall shared an example of two types of difficult interactions that could either create a good experience or bad experience. Ms. Tatman shared that she appreciated the training because it gave her effective techniques to increase positive experiences with any

population, not just homeless individuals. She felt it was one of the best trainings she has received.

- The training gives staff tools to get patron compliance with empathy-driven techniques and creating personal connections.
- Partners were invited to participate. Almost all library staff were trained; we have an online version for future use as well.
- Ms. Trenary noted that prior to the training, a metric was taken so we can see if the training made an impact.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - There are no action items.
- Personnel and Policy Committee – Hilery Livengood, Committee Chair
 - Discussion: Director Salary increase: standard step increase versus merit-based increase.
 - Ms. Kalinsky, who has been communicating with Sandi Fowler, interim manager of Human Resources for the City of Cedar Rapids, felt it is best to keep on the standard step increase scale. Merit-based increases are not common in the City.
 - A discussion was held. The consensus is that the trustees would like the committee to investigate how grades, steps, and cost of living increase work as well as comparable salaries of other library directors and city directors.
 - **Action:** Director Salary increase. Motion to be determined, based on discussion.

Ms. Livengood motioned to table the approval of the Director's standard City step increase indefinitely pending further discussion at the July board meeting. Mr. Wilding seconded. The motion carried with unanimous approval.

- Advocacy Committee – Jade Hart, Committee Chair
 - The committee will meet in June and will have information to share at the July meeting.
- Nominating Committee – Susie McDermott, Committee Chair
 - Ms. Kalinsky reported for Ms. McDermott. On the July meeting's agenda, the committee will have an action item for the FY19 Slate of Officers.

I. Library Director's Report

- Amber Mussman, Amy Ackman, and Eric Andrews will represent the Library at the American Library Association (ALA) conference in New Orleans later in June. Three marketing pieces designed by Ms. Ackman and Mr. Andrews were selected for the ALA PR Exchange awards.
- The Library participated in the United Way Day of Caring again this May. Volunteers helped to flip the fiction and non-fiction collection at the Ladd Library as well as 12 volunteers helped clean furniture and weed the sedum on the LivingLearning Roof. In addition, volunteers visited eight schools and over 2,700 students to present skits and hand out brochures for the Summer Dare.
- The Materials Department has new offerings for patrons. Freegal has added a streaming music offering, which will allow patrons to stream up to three hours of music each day. Previously, patrons would download individual songs. The video streaming service Kanopy added a children's section. Book Club Kits are now on the bookshelves. Patrons will be able to browse the available kits. Materials staff also packed the kits into bags instead of totes.
- The Library released a new mobile app for Apple and Android phones. The new product, which replaces MLN2Go, is MLN Mobile. It has more features, such as downloading

eBooks and eAudiobooks directly from the app, linking family library cards, and specific branding and advertising for each library location.

- Ms. Schmidt highlighted data from a recent survey conducted by the City of Cedar Rapids. Eight out of 10 residents gave a positive rating to the public libraries at 88%, which was higher than 2016's assessment of 82%. In addition, 66% of survey respondents noted they used the libraries, up 1% from 2016.
- The Library recently developed a document called Who We Are. The purpose is to define what it means to work at the Library, a positive work culture, and how to be successful. It includes our vision, mission, guiding principles, and core values, as well as newly created core competencies and statement on staff culture and commitment. This document speaks to our organizational health as we move forward with the new strategic plan.

J. Old Business

- Strategic Planning Update
 - Ms. Schmidt highlighted data from the telephone surveys as provided in the packet. The survey data skewed to an older population – about 50% of the participants were 65 or older – so it is not truly reflective of our community. About 53% of respondents were considered users – those who used the library three or more times in the last 12 months.
 - Work Groups for the three strategic priorities will start meeting in June. The groups, led by Kevin Delecki, Erin Horst, and Hollie Trenary, will develop broad strategic initiatives that take into consideration the priority (Access, Literacy, and Inclusion) and the data to reflect the needs of our community. Ms. Schmidt anticipates bringing the plan to the August board meeting.

K. New Business

- Review FY19 Calendar
 - The calendar was reviewed. Ms. Schmidt noted that she would like to attend the Urban Libraries Council (ULC) Forum Sept. 5-7 in Baltimore. The conference's focus on leadership in the community. The consensus was that Ms. Schmidt should attend and we'll make a determination on the September meeting date.

L. Trustee Recognition – Matthew Wilding

- Mr. Wilding announced that Ms. Livengood has submitted her resignation from the board; this will be her last meeting. Ms. Livengood joined the board in 2008, shortly after the flood. She was instrumental in rebuilding and shaping the library for our community. Mr. Wilding presented Ms. Livengood with a gift.
- Mr. Wilding also honored Ms. Kalinsky. She is unable to attend the July board meeting and this meeting is her last meeting as board president. Ms. Kalinsky has served as a library champion including traveling to Washington, DC, in 2017 when the Library accepted the National Medal from the Institute for Museum and Library Service. Mr. Wilding presented Ms. Kalinsky with a gift.
- Ms. Kalinsky unofficially passed the gavel to Mr. Wilding as a sign-off to her last meeting as President.

M. Adjournment

- There being no further business, the meeting adjourned at 5:37 pm

The next Board of Trustees meeting will be held on Thursday, July 5, 2018, at 4 pm in the Conference Room at the Downtown Library.