

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
September 1, 2022

Board members in attendance: [Vice President] Monica Challenger, Jade Hart, Jeremy Elges Susie McDermott, Rafael Jacobo, Elisabeth Hepworth, Chris Casey and Hassan Selim (via Zoom)

Unable to attend: [President] Clint Twedt-Ball (in person)

Staff in attendance: Dara Schmidt and Jessica Musil (in person); Patrick Duggan, Todd Simonson, Sarah Voels, and Kevin Delecki (via Zoom)

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; and Libby Slappey, President, Friends of the Cedar Public Library (in person)

- A. Call to Order
 - Ms. Challenger called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: August 4, 2022

Ms. Hart motioned to accept the consent agenda. Mr. Jacobo seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. **Action:** Resolution in thanks of Waypoint Services
 - The board wants to formally thank Waypoint Services and the Madge Phillips Center Shelter. They allowed the library to operate a pop-up computer lab and cooling center when the downtown library was temporarily closed. The partnership allowed crucial services to continue in our community.

Ms. Hepworth motioned to approve the resolution of thanks. Ms. Casey seconded. The motion carried with unanimous approval.
- E. Foundation Report – Charity Tyler
 - Ms. Schmidt reported for Ms. Tyler. She is wrapping up the donor and stakeholder visits for the new library facility. Confidential interviews will conclude in the next week. The Foundation expects to receive the full report from the consultant for their September board meeting.
 - Jess Netolicky, the Foundation’s new Development Associate, and Charity are making donor recognition pop-in campaigns with corporate donors. It allows them to say thank you and introduce Ms. Netolicky. Almost Famous donated popcorn to take on the visits. They have received positive feedback from donors for the visits and have had great conversations with those available to chat.
- F. Friends of the Library Report – Libby Slappey
 - During the downtown library’s closure, Friends had an opportunity to re-group in the sorting center and prep for other events, such as attending the Hawkeye Labor Council’s Labor Day picnic.
 - The final Farmers Market sale of the season is on September 17. After that, the Friends will plan the fall book sale, held the first weekend in November at the downtown library.
- G. Board Education: Summer Dare Recap – Kevin Delecki
 - The summer reading program started on June 4 with a kickoff event at Ladd Library, and concluded on July 30 even though park visits stopped in mid-August. The programming team hosted 129 outreach visits, serving 4,590 people, at various locations and parks through the Cedar Rapids area. We brought technology and literacy programming to each visit, giving away over 700 books.

- In the building, staff held 54 programs, serving 2,418 patrons. In addition, another 253 were served with workforce development efforts at 18 different locations.
- The reading challenge numbers are not yet final. However, we are making gains on the community involvement which was lost during the pandemic. Mr. Delecki was encouraged by the high percentages of actively engaged readers, as calculated by the tracking software.
- Ms. Slappey asked if the tracking software's 12 most popular books are challenged materials. Nothing jumped out to him for those 12 books specifically.
- Ms. Hart asked about early thoughts to make changes to the next year. As one summer wraps up, the team starts to think about the following year. Programming is always considering ways to improve and ensure we meet people where they are as effectively as possible. As planning develops, the team will research locations to meet patrons and to capture a wider range of population.
- Ms. Challenger thanked the team for their promotion and engagement.

H. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - The committee met recently but there are no items to discuss.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Challenger reviewed the July 2022 Finance memo. There is nothing concerning as this is the first month of the fiscal year.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy Review. The following policies were reviewed.
 - 3.07: Special Event Alcohol Use Policy. The committee did not recommend any changes to the policy – the proposed changes are to update formatting only.
 - 4.00: Library as Place. The committee discussed whether this policy was necessary. However, they felt it was important to keep with a new building project in the future.

The motion to approve the above policies as in the board packet carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
 - Next week will be busy with the two finalist architect presentations. All trustees and the public are welcome to attend. The committee will meet separately to discuss and bring a recommendation for contract negotiations to the special board meeting on September 8.

I. Library Director's Report

- The downtown library reopened today after cleaning and restoration finished on Tuesday, August 30. Cleaning staff had to clean all surfaces, carpets, and flooring as well as every physical material. Staff had full access to the building yesterday morning to prepare the building for opening. Final restoration work will continue at a later date, following insurance approval. In the meantime, walls will block a portion of the Commons to preserve the fire site for insurance investigators. Regardless, the public can access the building, resources, and materials. The downtown collection was accessible again starting last night; this morning, we had over 600 holds in the system.
- Our major vendor for new books, Baker & Taylor, suffered a ransomware attack, and have been down for several weeks. They hope to be online again in the first half of September. The Library does have a cyber security insurance policy as recommended though our most important systems and data are cloud-based and held by the respective vendors.
- Programming is usually quiet in August; however, the team stepped up their outreach in response to the fire. Fall Programs are starting and we will host the annual Cultural Community Expo in person again at the downtown library. The event will hold music and live performances, art, exhibitions, and community tables to learn about diverse groups in the Cedar Rapids area.

- Iowa Library Association (ILA) will host their annual conference in Coralville in mid-October. We have three staff presenting this year. Trustees are welcome to attend, and should respond to Ms. Schmidt's email if they'd like to register.
 - Ms. Hart thanked the team for the great work communicating in regards to the fire. Ms. Schmidt was grateful for the care and concern from the community – and those asking when they can return. The library will need to close again for up to three days for final ceiling restoration. We identified several blocks of time to minimize disruption of programs and meeting room reservations.
 - Mr. Elges asked about the Mandt Training as noted in the directors report in the board packet. Ms. Schmidt shared the training will be given to every staff member regardless of role and public contact as it is important for everyone to have the skillsets. The library has been doing de-escalation training for several years. Mandt training, which is most popular in school settings, will increase our knowledge. One portion of the training, which is physical restraints, will not be used for our team. Todd Simonson is now train-the-trainer certified to help with our training roll-out.
 - The library typically closes on November 11 for professional development. However, in light of recent extended closures, we may cancel.
- J. Old Business
- There being no old business, the meeting continued.
- K. New Business
- There being no new business, the meeting continued.
- L. Adjournment
- There being no further business, the meeting adjourned at 4:52 pm.

The next Board of Trustees meeting will be held on Thursday, October 6, 2022, at 4 pm in the Conference Room, Downtown Library