

**Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**June 6, 2024**

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

**Staff in attendance:** Dara Schmidt, Amber McNamara, Erin Horst, Jessica Musil, Patrick Duggan (in person); Jessica Link (via Zoom)

- A. Call to Order
  - Mr. Twedt-Ball called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes: May 2, 2024
  - Ms. McDermott moved to accept the consent agenda. Ms. Hart seconded. The action carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
  - Ms. Schmidt reported for Ms. Tyler. The Foundation has executed a letter of intent to enter into a purchase agreement for Parcel B. The Foundation leadership is excited for this purchase though the buyer's information is not public yet.
  - The Foundation hosted several private donor events in the last month garnering over \$100,000 in new gifts. In addition, the Foundation received \$50,000 in honor of former Foundation chair Chuck Cebuhar, who was instrumental in finding funding for the 1985 building. A special reception will be held in July – trustees will be invited to this as well as a donor event in August. Ms. Tyler anticipates decisions on pending grant applications pending by the end of summer.
  - With the library, the Foundation worked on the Enhance Iowa grant, and we expected to hear from them in May. However, the board was dissolved during the restructuring of the state's boards and commissions. The funding will now fall within the scope of responsibilities for the IEDA, though no policies or processes have been put in place at this point. If we still fall under that scope, we will apply.
- E. Friends of the Library Report – Libby Slappey
  - Ms. Schmidt reported for Ms. Slappey. The Friends have hosted two Farmers Market sales so far this year, and they were reminded how much weather dictates the success of the sales. The first sale, with good weather, was well attended with great earnings; whereas the second sale was rainy and had limited sales. The Friends remain optimistic with five sales left in the season.
  - The Friends received two large lots of donated items including non-fiction books and DVD movies.
- F. Board Education: Information Literacy Strategic Plan Update – Erin Horst
  - A committee of individuals, representing most departments, researched ways to reinforce information literacy and support community education. The team brought helpful perspective and background to find ways to: 1) implement staff training options to support information literacy and patron interactions; 2) utilize existing library platforms to promote educational opportunities; and 3) examine products and trends to address content gaps. Committee members researched resources and examples to address real world needs they experience with patrons at the library

Mr. Elges joined the meeting at 4:14 pm.

- *Staff Training.* At the May all staff day, Michelle Kruse from the Cedar Rapids Community School District provided a broad overview on the topic. Going forward, staff will receive on-going training from News Literacy Project's Checkology. The product, which is for the general public, includes lessons, real world examples, quizzes, and interactive features to learn more. Stanford University's CRAFT AI Literacy Resources is geared toward students but will be used as a resource for AI training and information.
- *Website & Social Media.* We plan to engage patrons through a website with resources attached to our main website. We also plan to integrate information literacy topics into the library's social media.
- *Programming and Outreach Integration.* Patrons use library programs differently than in the past – for example, computer classes are not successful as they have been. The Programming department can incorporate information literacy in existing programs even if the focus is on other topics to reach more audiences. They will also look at ways we can provide support to adults where they are; for example, by speaking to adults at a senior living community.
- The goal is to require staff to complete the basic Checkology courses, which would also be incorporated into new hire orientation. Trainings will repeat training every two to three years. In addition, we'll develop the information literacy page on our website and incorporate topics into social media.

#### G. Library Board Committee Reports

- Nominating Committee – Susie McDermott & Jade Hart
  - Mr. Twedt-Ball appointed Ms. McDermott and Ms. Hart to the Nominating Committee. They'll meet in June to discuss and develop recommendations for the new President and Vice President. A formal vote for the recommendation will come at the July meeting.
- Advocacy Committee – Rafael Jacobo, Committee Chair
  - Mr. Jacobo reported. The library would like to distribute yard signs this summer into the community. In the next several weeks, we'll have a distribution plan. Ms. McNamara will send an advocacy email this weekend, encouraging people to pick up a sign. The goal is to use the signs as a general advocacy tool.
- Finance Committee – Monica Challenger, Committee Chair
  - Ms. Schmidt reported for Ms. Challenger and presented the April 2024 financials. We're 83% of the way through the fiscal year. We're tracking revenues and expenditures very carefully now as the fiscal year's end closes and feel comfortable as the year closes out. Mr. Twedt-Ball what is annual refresh listed on the financial documentation. Annually, the City makes a prediction on salary payments as positions transition throughout the year. The unused money is called refresh and is given back to the City's general fund. Otherwise, unspent funds outside of personal services and refresh can be used for other expenses as the fiscal year closes, such as the action item recommended by the Finance Committee.
  - **Action:** Purchase Order and Payment Approval – new storage servers with five-year maintenance for the downtown and Ladd libraries. Payment in the amount of \$58,420.69 to IT Outlet.
    - The IT department has requested new servers, as ours are currently are out of warranty and nearing end of life. If they are not replaced in a timely manner, they could do down and impact public internet.

*The committee recommendation to accept the quote, setup the purchase order, and schedule payment for \$58,420.69 to IT Outlet as presented in the packet carried with unanimous approval.*
- Personnel and Policy Committee – Susie McDermott, Committee Chair.
  - There being no action or discussion, the meeting continued.

- Westside Project Committee – Jade Hart, Committee Chair
  - Ms. Hart reported that OPN and the library are working with City Purchasing for the construction bid documentation. We anticipate that they will go out in the next several weeks.
  - **Action:** Contract Amendment No. 2: OPN Architects for Westside Library Project (original contract amount was \$1,272,100; total contract amount with this amendment is \$1,284,000).
    - Ms. Schmidt noted that when the initial contract was signed with OPN, we did not anticipate having a basement. As design evolved, mechanical systems are now underground and we must provide radon mitigation. OPN needs to hire a subcontractor not previously noted in the contract. The services increase the contract by \$1,200.

*Ms. Casey motioned to approve Contract Amendment #2 with OPN for a revised amount of \$1,284,000 as presented in the packet. Ms. McDermott seconded. The action carried with unanimous approval.*

#### H. Library Director's Report

- Summer reading started on Saturday, June 1. It's too early into the program so far to have data but participation statistics are monitored weekly. Ms. Schmidt encouraged trustees to participate through Beanstack or on paper. She highlighted Summer Camp for Adults on page nine of *Open+*.
- In the last month, Ms. Schmidt had her first request for materials reconsideration. The requests go to Materials Manager Erin Horst first. From there, she forms a committee of librarians to review the books, specifically reviewing the book's content, publication reviews, and check-out history, prior to writing individual recommendations. The librarians all agreed that the books in question, which came from the childcare section of the children's library, should remain in circulation. Ms. Schmidt agreed and the patron has been notified of the decision. Ms. Casey asked how much of the information and research goes back to the patron. Library peers note that the more information given can open up for more argument so we explain the process and the general recommendation; though we will answer follow-up questions as they arise.
- Strategic Plan Year Three – Overview
  - Ms. Schmidt reviewed the year three calendar for the strategic plan. The library will start work on the Literacy initiative in July; activities around this initiative are anticipated to occur throughout the whole fiscal year. In addition, we'll break ground for the new Westside Library in September, which is part of the Access Initiative. The Inclusion Initiative starts in August with a break in December before more work continues through the remainder of the fiscal year.

#### I. Old Business

- There being no old business, the meeting continued.

#### J. New Business

- FY25 Calendar. The calendar for next fiscal year's board meetings was shared. The routine July meeting would have fallen on Thursday, July 4 so the meeting was pushed back a week and will be held on Thursday, July 11 instead.
- **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. Hepworth seconded. The motion was carried with unanimous approval following a roll call.*

- The roll call was taken of those present in the closed session: Chris Casey, Elisabeth Hepworth, Jade Hart, Jeremy Elges, Susie McDermott, Monica Challenger, Hassan Selim, Rafael Jacobo, and Clint Twedt-Ball; Ms. Schmidt and

Ms. Musil remained, all others departed. The board went into closed session at 4:53 pm.

- The meeting resumed in open session at 5:30 pm.

K. Adjournment

- There being no further business, the meeting adjourned at 5:31 pm.

**The next Board of Trustees meeting will be held on Thursday, July 11, 2024, at 4 pm in the Conference Room, Downtown Library**