

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING

BOARD OF TRUSTEES  
APRIL 4th, 2018 4:00 PM  
Cedar Falls Public Library

In Attendance:

Staff: Jay Robinson, Kelly Stern, Amy Stuenkel, Erin Thompson, Kimberly Nicholson  
Trustees: Gretchen Behm, Cynthia Snell, Katelyn Browne, Molly Cormaney, James Kenyon, Lynn Blair-Broeker, Seth Chadwick, Even Renfro, Mike Sulentic

- I. Call to Order
- II. Agenda: Corrections/additions/deletions/approval
  - a. Signatures for county contract added to board action
  - b. Motion: Lynn Blair-Broeker
  - c. Second: Molly Cormaney
  - d. Motion passed
- III. Minutes: Corrections and approval
  - a. Motion: Gretchen Behm
  - b. Second: Lynn Blair-Broeker
  - c. Motion passed
- IV. Communication from Officers: Action appropriate to the communications
- V. Bills: Corrections/additions/deletions/approval
  - a. Motion: Lynn Blair-Broeker
  - b. Second: Cynthia Snell
  - c. Motion passed
  - d. General Fund, Levy Fund, Grant Funds
  - e. Financial Reports (General, Levy, Grants, Foundation Funds)
- VI. Usage Report
  - a. February patron count numbers down compared to last year
- VII. Directors Report
  - a. Staffing - Intern hire
    - i. Close to hiring for Youth intern
    - ii. Another intern leaving in May
  - b. New public copiers
    - i. April 13 install of new copiers
    - ii. New copiers include new coinbox with credit card capabilities
    - iii. Minimum cash insert to copy \$0.50
  - c. Security system - background
    - i. For safety/liability

- ii. Will not be in patron private use areas such as stacks/computers
    - iii. Doorways, entrances, intersections, top of stairs
    - iv. Jay, Erin did walkthrough with camera company representative (same company is working with City of Cedar Falls)
    - v. Audio recording is optional
    - vi. Questions:
      - 1. How to retrieve footage?
      - 2. Who will have access?
  - d. Pay Plan - update
    - i. Appeals process has begun
    - ii. Job descriptions were corrected to indicate 2yrs of experience required
    - iii. 9 out of 11 Library Assistants submitted appeals
    - iv. Consultant has received appeals documents
  - e. Co-Lab - update
    - i. Met with Architect: Building design is one large room including secure area for valuables/smaller equipment
    - ii. Plan to be finished end of year
  - f. CVLC - Retreat tentatively scheduled
    - i. Libraries involved: Three academic libraries (UNI, Hawkeye & Wartburg), and Waterloo Public Library, Cedar Falls Public Library & Allen Hospital Library
    - ii. Purpose of meeting will be to discuss purpose of consortium
  - g. Coffees continuing
    - i. Jay has met with over 50% of library staff members
    - ii. Still meeting with other stakeholders as available
  - h. Outreach - CEEE
    - i. Jay visited March 25th
  - i. Staff Development - Monthly topic Poverty
    - i. Viewed-Ted Talk
    - ii. Staff discussion
  - j. Snow closure March 24
  - k. Misc.
- VIII. Misc. Informational reports from Department Heads
- a. Public Services
    - i. Litcon November 10th
  - b. Youth Department
    - i. Programming
      - 1. Grow your own pizza
      - 2. Kelly attending "Project Outcome" conference
      - 3. CVYR Week of April 23rd,
        - a. Guest of honor Rob Buyea
        - b. University Book & Supply selling books for the last time
    - ii. Rescheduling Children's Book Festival elements

1. Headliner flew in, so non-refundable
  2. Costumes-non-refundable
  3. Other vendors rescheduled
    - a. April 21st Yoga
    - b. Facepainters Summerfest
    - c. Illustrator tbd
    - d. Corridor Photo - Summerfest & Litcon
    - e. Art activities - Summerfest
  - c. Technology Librarian
    - i. PC upgrades continue
    - ii. Battery replaced in server room to prevent outages
    - iii. National library week; banner displayed and an adult activity
    - iv. Staff treats in break room
    - v. Trivia: April topic 80s pop culture in held Community Center
    - vi. Writers of the Cedar Valley meets next Sunday
    - vii. Cultural Literacy - Interfaith Panel
      1. Inclusive language
      2. Unity point services available LGBTQIA
- IX. Referred for Board action
- a. Intern hiring--One for hire now, still hiring one more
    - i. Motion to approve: Katelyn Browne
    - ii. Secons: Seth Chadwick
    - iii. Motion passed
  - b. Alcohol permission for April 17 Friends of the Library annual meeting--canceled
- X. Pay Plan - Request to raise grade of LAs from 3 to 4, deadline May 2nd meeting to implement July 1
- a. Gretchen Behm moves to table until May 2
  - b. Second: Evan Renfro
  - c. Motion passed
- XI. Reports of Standing and Special Committees: Action appropriate to the reports
- a. Friends of the Library
    - i. Annual meeting rescheduled TBA
    - ii. Regular meeting to continue
    - iii. 2 members retiring
    - iv. 2 new members to be recommended at annual meeting
  - b. County Contract to be signed
    - i. Motion to approve: Gretchen Behm
    - ii. Second: Lynn Blair-Broeker
    - iii. Motion passed
  - c. Finance
    - i. Enrich Iowa Agreement
      1. Motion to sign: Lynn Blair-Broeker
      2. Second: James Kenyon

- 3. Motion passed
    - ii. Credit card contract
      - 1. Motion to approve: James Kenyon
      - 2. Second: Gretchen Behm
      - 3. Motion passed
    - iii. Copier charge changes
      - 1. Motion to accept: James Kenyon
      - 2. Second: Lynn Blair-Broecker
      - 3. Motion passed
    - iv. Security system
      - 1. Motion to move forward: James Kenyon
      - 2. Second: Evan Renfro
      - 3. Motion passed
    - d. Personnel
    - e. Library Art Committee
  - XII. Unfinished Business
  - XIII. New Business
  - XIV. Public Forum: docketed items
  - XV. Adjournment
    - a. Motion: Gretchen Behm
    - b. Second: Lynn Blair-Broecker
    - c. Motion passed



