

## MINUTES

CEDAR FALLS PUBLIC LIBRARY (CFPL)

### MEETING

BOARD OF TRUSTEES

July 11th, 2018 4:00 PM

Cedar Falls Public Library

Conference Room

In Attendance: Seth Chadwick, Gretchen Behm, James Kenyon, Molly Cormaney, Cynthia Snell

Staff: Jay Robinson, Erin Thompson, Kelly Stern, Amy Stuenkel, Kimberly Nicholson

Guests: Mike Sulentic, Troy Smith, Bill Guenther

- I. Call to Order--Molly Cormaney
  
- II. Agenda: Corrections/additions/deletions/approval
  - a. New business- Jacilyn Valero resignation, approval for replacement Library Assistant
  - b. Motion to approve with additions: James Kenyon
  - c. Second: Cynthia Snell
  - d. Passed
  
- III. Minutes: Corrections and approval
  - a. Motion to approve: Jim Kenyon
  - b. Second: Cynthia Snell
  - c. Passed
  
- IV. Communication from Officers: Action appropriate to the communications
  
- V. Bills: Corrections/additions/deletions/approval
  - a. Motion to approve: Gretchen Behm
  - b. Seth Chadwick
  - c. Passed
    1. General Fund, Levy Fund, Grant Funds
    2. Financial Reports (General, Levy, Grants, Foundation Funds)
  
- VI. Usage Report
  
- VII. Report on Library Financials: Troy Smith of US Bank
  
- VIII. Trustee Terms Update
  - a. Three terms expired
  - b. Seth Chadwick: Approved
  - c. Glynis Worthington: Approved

d. Mike Sulentic: Interviewed, awaiting approval

IX. Directors Report

a. Heat/humidity

- i. Building issues, new HVAC doesn't manage humidity
- ii. Working with Matt Buck due to humidity over 50% in areas
- iii. Dehumidifier currently placed in reference workroom

b. CoLab update/timeline

- i. Design plan in progress to share in August, will go out to firms for bids
- ii. Goal is to vote on contractors in Sept. for work to start shortly thereafter

c. Farewell event for Chris Cox, Dean of UNI Library in Great Reading Room of Seerley Hall, UNI, 2-4 pm Friday, July 13th. Kate Martin interim Dean

d. Community Center documents updates-Jay has been working on

e. Miscellaneous--

- i. Logo design process started, walkthrough with Erin and graphic designer. Will need to bid out work

f. Staff vacancy--Library Assistant

g. City working with pay plan consultants to update job descriptions

h. New cell phones issued by city for Jay Robinson, Kelly Stern, Amy Stuenkel

X. Misc. Information reports from Department Heads

a. Public Services

- i. 1963 lbs of food collected during food for fines
- ii. 84 people at financial literacy program
- iii. New Circulation desk ordered
- iv. Political literacy programming starts in September

b. Youth Department

- i. 1485 registered for Summer Library Program
- ii. 3 more performances including Insect Zoo and Juggling Jeff

c. Technology Librarian

- i. Upgraded a/v cart computer
- ii. Website soft rollout in August
- iii. New tablet for Youth dept.
- iv. A.M.H. adjusted
- v. Server upgrade due soon

XI. Referred for Board action

a. Meeting room policy revision

- i. Update to not book outside groups more than three months in advance
- ii. Motion to approve: James Kenyon
- iii. Second: Seth Chadwick
- iv. Passed

XII. Reports of Standing and Special Committees: Action appropriate to the reports

- a. Friends of the Library
- b. Finance
- c. Personnel -Director performance review, suggested amendment to bereavement policy, will meet July 25th
- d. Library Art Committee -received Gary Kelley, framed and ready to hang

XI. Unfinished Business

XII. New Business

- a. Request to replace 29hr Library Assistant
- b. Motion: James Kenyon
- c. Second: Gretchen Behm
- d. Passed

XIII. Public Forum: docketed items

XIV. Adjournment

- a. Motion: Gretchen Behm
- b. Second: Seth Chadwick
- c. Passed



