

MINUTES
CEDAR FALLS PUBLIC LIBRARY
MEETING

BOARD OF TRUSTEES
MARCH 7, 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

Guest: Jennifer Rodenbeck

- I) Call to Order- Molly Cormaney
- II) Agenda: Corrections/additions/deletions/approval
 - a) Motion: Gretchen Behm
 - b) Second: Lynn Blair-Broeker
 - c) Passed
- III) Minutes: Corrections and approval
 - a) Motion: James Kenyon
 - b) Second: Cynthia Snell
 - c) Passed
- IV) Communication from Officers: Action appropriate to the communications
- V) Bills: Corrections/additions/deletions/approval
 - a) General Fund, Levy Fund, Grant Funds
 - i) Motion: Gretchen Behm
 - ii) Second: Lynn Blair-Broeker
 - iii) Passed
 - b) Financial Reports (General, Levy, Grants, Foundation Funds)
- VI) Pay Plan report and discussion
 - a) Carlson Dettmann presented pay plan study findings 2/27/18
 - b) Monday March 5, City council approved new pay grades at 105% of fair market recommendation
 - c) Appeal process information will be forthcoming
 - d) Each library employee had completed a job description questionnaire initially
 - e) Pay discrepancy between Waterloo & Cedar Falls Public Libraries will remain after pay plan adoption
 - f) Potential cost of \$4300 or \$17000 to raise Library Assistants' base pay to grade 4 or 5, respectively

- g) Prospective cost of \$10,000 to align with pay plan as approved (added to budget by City of Cedar Falls)

VII) Usage Report

VIII) Directors Report

- a) Staff vacancy: youth intern- job posting ready, full year position
- b) Library Board vacancy: update
 - i) Position Filled
 - ii) Evan Renfro, Political Science Professor at University of Northern Iowa
- c) Annual staff evaluations completed-
- d) Ban on vaping in City buildings, by June
 - i) Decision will apply to both staff & public
 - ii) E-cigarettes will be subject to same rules as cigarettes
- e) SummerFest set for June 5
 - i) Music by Checker and the Bluetones
 - ii) We provide:H2O, games, food trucks
 - iii) Seeking permission to close parking lot for event
- f) October adult program: requesting use of alcohol
 - i) Game of Thrones Trivia
 - ii) Event at community center
- g) Coffees & conversation continuing
- h) Feedback: Annual Report
 - i) Council Breakfast Feb 23rd
 - ii) High attendance; well-received
 - iii) Fotl provided food
- i) Misc.
 - i) 124 at Lollipop concert with WCFSO members
 - ii) Dental plan informational meetings held by the City

IX) Misc. Informational reports from Department Heads

- a) Public Services
 - i) Board game group event March 17
 - ii) Trivia continues
- b) Youth Department
 - i) Youth programming update
 - ii) Spring Break, Lego, Rick Brammer, Family Movies,
 - iii) Children's Book Festival March 24
 - iv) Artapalooza: Puppet Show featuring Flamingo Walk around puppets
 - v) Youth staffing--second intern resigning
- c) Technology Librarian
 - i) Website update

- (1) Domain has been purchased
 - (2) New design will streamline & increase ease of use
- ii) Technology update
- iii) Staff pc upgrades, ref, youth, circ
- iv) Program update
 - (1) Writers of the Cedar Valley submissions open for anthology until May
 - (2) Litcon mascot contest open
 - (3) Cultural Literacy events set through June
- X) Referred for Board action
 - a) Request to fill youth intern position
 - i) Motion to approve: Gretchen Behm
 - ii) Second: James Kenyon
 - iii) Passed
 - b) Request to close library parking lot, 4-9 pm on June 5, for SummerFest
 - i) Motion to approve: James Kenyon
 - ii) Second: Lynn Blair-Broecker
 - iii) Passed
 - c) Request to approve alcohol at October 11 Game of Thrones Trivia Night
 - i) Motion to approve: Lynn Blair-Broecker
 - ii) Second: Seth Chadwick
 - iii) Passed
 - d) Pay Plan - amend, approve, or table
 - i) Motion to table: Gretchen Behm
 - ii) Second: Lynn Blair-Broecker
 - iii) Passed
- XI) Reports of Standing and Special Committees: Action appropriate to the reports
 - a) Friends of the Library-- n/a
 - b) Finance-- n/a
 - c) Personnel-- n/a
 - d) Library Art Committee-- n/a
- XII) Unfinished Business
- XIII) New Business
- XIV) Public Forum: docketed items
- XV) Adjournment
 - a) Motion: Gretchen Behm
 - b) Second: Cynthia Snell
 - c) Passed

