MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES October
5, 2016 4:00 PM Cedar Falls
Public Library Wasendorf
Conference Room

In attendance: Mike Sulentic,, Gretchen Behm, Lynn Blair-Broeker, Jim Kenyon, Molly Cormaney, Paul Gray, Cindy Snell,
Staff members: Kelly Stern, Amy Stuenkel, Sheryl McGovern Mike Dargan, Mary Kabel, Kimberly Nicholson
Guest: Jennifer Rodenbeck
Patron Guest: Seth

I. Call to Order
    a. Called to order by President Sulentic
    b. Seconded by Jim Kenyon

II. Agenda: Corrections/additions/deletions/approval
    a. Motion to approve called for by Gretchen Behm
    b. Seconded by Lynn Blair-Broeker
    c. Motion passed unanimously

III. Minutes: Corrections and approval
    a. *misspelled Hansen Elementary, and Lynn's name*
    b. Motion to approve with corrections called for by Gretchen Behm
    c. Seconded by Lynn Blair-Broeker
    d. Motion passed unanimously

IV. Communication from Officers: Action appropriate to the communications

V. Bills: Corrections/additions/deletions/approval
    a. General Fund, Levy Fund, Grant Funds
    b. Financial Reports (General, Levy, Grants, Foundation Funds)
    c. Motion to approve called for by Lynn Blair-Broeker
    d. Seconded by Gretchen Behm
    e. Motion passed unanimously

VI. Usage Report

VII. Directors Report
    a. Library employee personnel files and record keeping
        i. Library has received a request to send full employee files downtown to City Hall Should we? We have not, may start keeping a copy down town as well. We use a slightly different evaluation criteria.Who had access downtown? Brenda Balvanz, Jennifer Rodenbeck, limited access

ii. Library is independent, is the only city entity that keeps its own personnel records
iii. Personnel Committee will meet to discuss options

b. Library's mission, how goals and services are developed
   i. The mission of the Cedar Falls Public Library is to promote literacy and provide open access to resources which facilitate lifelong learning.

c. Library Goals FY17 (detailed description attached)
   i. Goals: Lifelong Learning, Current Topics and Titles, Commons Area
   ii. Developed through conversations with staff, patrons, and research about other libraries and 5 star libraries
   iii. Planning/implementation of Maker Space
   iv. Outreach: Seniors/Tweens/Elderly i.e device advice
   v. Multi-generational events
      1. Litcon
      2. CV Book Festival
      3. Summerfest
      4. Seed Library
      5. Book Club Bonanza
      6. Tween Club
d. New Library Assistant has been hired
e. Streamlining book returns with WPL
f. Serials Module will be implemented in 2017. It is a magazine inventory software
g. Committee for furniture replacement: proposing using Berg funds that were going to A/V to go towards furniture replacement
h. Misc.

VIII. Misc. Informational reports from Department Heads
a. Public Services and Reference
   i. Hoopla holdings are now imported into catalog(overdrive is already listed); will hopefully increase circs
   ii. Local authors in one location: end of paperbacks. Working on definition of Local Author
b. Youth Department
   i. Fall programming
      1. 3-4 & 5-6th grade book clubs
      2. Crazy 8s with Mary (program content is generated by outside vendor), hope to continue . Older group is full, younger group registration is full
      3. Minecraft Family starts Oct. 15 Open to anyone in family. Monday night November series will be for teens
      4. Storytime numbers are high
c. Technical Systems Administration
   i. We had a power Outage, now the AMH is behaving oddly: not sorting properly
   ii. Oct 29/30 A/V upgrade will happen in Meeting/Conference room
d. Third Age Project Report
   i. Ten book clubs in senior residences with over 100 members/month

ii. Currently 15 large print book club collections are shared across the state
iii. Mary would be happy to have more volunteer book club leaders
iv. We have large print books in rotation (selections delivered to different locations for a period of time)
v. Homebound patrons: 2 currently
vi. Reminisce kits: themed kits based on eras/activities in the past

IX. Referred for Board action
a. Change to Board of Trustees By-Laws:
i. Renumber Section 6 to Section 7
ii. Change: Section 6 Technology Committee. The Technology Committee~~is comprised~~ consists of up to six members appointed by the President of the Board. The library's Information Technology staff member, two members of the board, and the library director (or designee) compose this committee. Additionally, two community members may be appointed to the committee . The committee shall meet as necessary. The purpose of the committee is to:

Provide communication from the community regarding the impacts and opportunities presented by technological innovations which might be applied in public library operations.

iii. Motion to approve called for by Gretchen Behm
iv. Seconded by Jim Kenyon
v. Motion carried
b. Proposed addition to "Policy on Fees and Charges: The library will absorb any transaction or service fees accrued in offering credit/debit services to patrons."
i. If ecommerce is introduced
1. If we absorb: we pay annual fee $300 + (% of each transaction) Visa 2.65% + 30 cents
2. If patron pays fee we pay annual fee $100 +2.45%/transaction patron pays 50 cents transaction
3. Rates vary by card used
4. Waterloo would have to make decision on their own/cost not shared
5. Motion to approve called for by Gretchen Behm
6. Seconded by Paul Gray
7. Motion carried
8 . Amy will start implementation process
c. Goals FY17
i. Motion to approve called for by Gretchen Behm
ii. Seconded by Jim Kenyon
iii. Motion carried

X. Reports of Standing and Special Committees: Action appropriate to the reports
a. Friends of the Library
i. Membership
ii. Books for babies
b. Finance: Meets next week
c. Personnel: Meeting
d. Library Art Committee

XI. Unfinished Business

XII. New Business

XIII. Public Forum: docketed items

XIV. Adjournment

a. Mike Sulentic called for motion to dismiss
b. Paul Gray moved to dismiss
c. Gretchen Behm seconded
d. Motion passed unanimously