

MINUTES

CEDAR FALLS PUBLIC LIBRARY (CFPL)

MEETING

BOARD OF TRUSTEES

September 5, 2018 4:00 PM

Cedar Falls Public Library

Conference Room

In Attendance: Mike Sulentic, Gretchen Behm, Glynis Worthington, James Kenyon, Seth Chadwick, Cynthia Snell, Katelyn Browne

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

Guests: Jennifer Rodenbeck, Ron Gaines, Dan Channer, and Sue Doody

- I. Call to Order- Mike Sulentic
- II. Agenda: Corrections/Additions/Deletions/approval
  - a. Motion: Gretchen Behm, moved approval with tabling of items regarding the security system (i.e. IX and XIII.b)
  - b. Second: James Kenyon
  - c. Passed
- III. Minutes: Corrections and approval
  - a. Motion: James Kenyon, moved approval
  - b. Second: Gretchen Behm
  - c. Passed
- IV. Communication from Officers: Action appropriate to the communications
  - a. Jay Robinson, news release from City of Cedar Falls: related to levee. Much of the levee construction is completed. Current Cedar River predictions are not cause for concern. See letter from the City.
- V. Bills: Corrections/additions/deletions/approval
  - a. Motion: Gretchen Behm, moved approval
  - b. Second: Katelyn Browne
  - c. Passed
- VI. General Fund, Levy Fund, Grant Funds
- VII. Financial Reports (General, Levy, Grants, Foundation Funds)
- VIII. Usage Report
- IX. Presentation of security system options
  - a. Tabled
- X. Library/Hearst collaboration discussion
  - a. Ron Gaines proposes collaboration with the library in the form of Hearst Director answering to the Library Director after restructuring

## XI. Director's Report

- a. ILA in-service day: 27 will attend the conference Thursday, October 4, including Seth Chadwick and Cyndi Snell. Glynis Worthington will check with Jay about going.
- b. Fortepan project: Hungarian-based historical photograph collection, scanned in by users and curated by librarians. CFPL will be a future scanning site for Fortepan in cooperation with UNI. The library has recently purchased a new scanner to replace an old one. There may later be an additional scanner inside the Co-Lab.
- c. Library management meetings in September: director transition over the month of September, Kelly Stern and Amy Stuenkel have agreed to be co-interim directors and Jay Robinson will hand over responsibilities.
- d. Miscellaneous

## XII. Informational reports from Department Heads

- a. Public Services
  - i. September 5: Bookclub Bonanza and Political Literacy
  - ii. Tuesday Mornings Memoir Class starting September
  - iii. October 16: Game of Throne Tavern Trivia
  - iv. Cultural Literacy will continue through the fall and into winter
  - v. Lynn Blair-Broker picked *The Giver* for her brick.
- b. Youth Department
  - i. Biggest summer library program ever with 1536 registered
  - ii. Summer Reading Trophy went to Hansen Elementary for the second time.
  - iii. Artapalooza is Saturday, September 8, Youth Dept is doing a puppet show on the corner of 4th and main, but with the ground being saturated they may be in the meeting room.
  - iv. Kelly attended a Lions Club meeting in June, and was invited to speak September 17 about children in libraries. Kelly is hopeful that Lions members can foster other community connections.
- c. Technology Librarian
  - i. Computer lab moved to accommodate the Co-Lab construction
  - ii. New server is purchased and getting ready to deploy
  - iii. Website is live, but we are not moved over yet

## XIII. Referred for Board action:

- a. CoLab bid (Dan Channer): received 7 bids ranging from \$103,920-\$124,350. Low bid is Huff Contracting out of Waterloo. Dan Channer has no concerns and recommends awarding the contract to Huff.
  - i. Motion: Gretchen Behm moves to approve acceptance of low bid
  - ii. Second: Seth Chadwick
  - iii. Passed
- b. Security system selection: tabled
- c. Collection agency use: Unique Collections Agency? Waterloo has recovered \$16,000 a year. Charges \$8.95 (WPL charges \$10.00 fee to cover) per collection account.
  - i. Motion: Gretchen Behm moved to table discussion for more information.
  - ii. Second: Seth Chadwick
  - iii. Passed
- d. Safety glass along mezzanine railing: quote from Allied Glass, tempered glass around mezzanine railing as high as the railing, to prevent climbing.
  - i. Motion: James Kenyon moves to approve the work and apply for building fund grant to

- cover the cost
  - ii. Second: Glynis Worthington
  - iii. Passed
- e. Library shelver hiring.
  - i. Motion: James Kenyon, moved for approval
  - ii. Second: Katelyn Browne
  - iii. Passed
- f. Library intern hiring.
  - i. Motion: James Kenyon, moved for approval
  - ii. Second: Katelyn Browne
  - iii. Passed

XIV. Reports of Standing and Special Committees: Action appropriate to the reports (CORRECTION: FOTL NOT A COMMITTEE)

- a. Friends of the Library (FOTL): Sue Doody here to report. Friends of the Library is not a committee of the library, but it is an independent board. FOTL mission is to support the library. Sue proposes to serve as liaison from FOTL board to the BOT, just as Cyndi and Katelyn serve as liaisons from BOT to FOTL. Cyndi showcased the FOTL brochure.
- b. Finance: See the committee minutes attached, as read
- c. Personnel: Katelyn, Gretchen, Molly, and James will serve on the search committee, but there are no further updates on who the chair will be at this time.
- d. Library Art Committee: Gary Kelley piece has been hung in the lower level reading area. Large artwork in the co-lab area has been moved to storage during the construction. Possibly adding a walking tour to the website or create a brochure.

XV. Unfinished Business

XVI. New Business

XVII. Public Forum: docketed items

XVIII. Adjournment

- a. Motion: Katelyn Browne, moved to adjourn
- b. Second: Gretchen Behm
- c. Passed