

MINUTES

CEDAR FALLS PUBLIC LIBRARY (CFPL)

MEETING

BOARD OF TRUSTEES

November 7, 2018 4:00 PM

Cedar Falls Public Library

Conference Room

In attendance: Mike Sulentic, Gretchen Behm, Molly Cormaney, Cindy Snell, Glenys

Worthington, Jim Kenyon, Katelyn Browne

Staff: Kelly Stern, Amy Stuenkel, Erin Thompson

Guests: Jennifer Rodenbeck, Sue Doody

- I. Call to Order
- II. Agenda: Corrections/additions/deletions/approval
 - a. Addition of Request to replace the Library Administrative Assistant to Referred to Board Action
 - b. Molly Cormaney moved, Gretchen Behm seconds
 - c. Approved
- III. Minutes: Corrections and approval
 - a. Gretchen Behm moved, Jim Kenyon seconds
 - b. Approved
- IV. Communication from Officers: Action appropriate to the communications
 - a. None
- V. Bills: Corrections/additions/deletions/approval
 - a. General Fund, Levy Fund, Grant Funds
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
 - c. Bills moved approval Gretchen Behm, Molly Cormaney seconds, approved
- VI. Usage Report
- VII. Director's Report
 - a. Accreditation due in 2020
 - i. Library policies (30 in total) need to be reviewed: a few policies will be reviewed each board meeting throughout 2019.
 - b. Invitation to staff professional development sessions in November

Discussion of ILA sessions on Tuesday November 27 and Wednesday November 28, both from 8:30-9:30 am in the Library Meeting Room.

- c. Closings for 2019
 - d. Foundation requests for 2019
 - e. Backfilling intern position in circulation department
 - f. Miscellaneous
 - i. Trustee Handbooks provided to board members
 - ii. Library administrative assistant position will need to be backfilled
- VIII. Misc. Information reports from Department Heads
- a. Public Services
 - i. Collections with Unique Management started November 6, 2018. Forty accounts were sent to collections.
 - ii. LitCon is Saturday, November 10. Ellen Hopkins will be in attendance, as well as Grady Hendrix and Phil Hester.
 - b. Youth Department
 - i. October was Frankentoy/Makedo Workshop, which was very successful
 - ii. Main Street Trick-or-Treating
 - iii. December will be the second annual Gingerbread Jamboree, Sunday December 9
 - c. Technology Librarian
 - i. New scanner is installed and the old microfilm reader is up and running again.
 - ii. We are ordering the 3D printer for the Co-Lab at the end of the month.
 - iii. Mass reorganization and recycling project in the Tech Lair.
- IX. Referred for Board Action
- a. Closing for 2019
 - i. Gretchen Behm moved, Glenys Worthington seconds
 - ii. Approved
 - b. Foundation requests for 2019

- i. Molly Cormaney moved, Gretchen Behm seconds, passed
 - c. Intern position circulation department
 - i. Gretchen Behm moved, Katelyn Browne seconds
 - ii. Approved
 - d. Request to replace the library administrative assistant
 - i. Gretchen moves, Katelyn seconds
 - ii. Approved
- X. Reports of Standing and Special Committees: Action appropriate to the reports
 - a. Friends of the Library
 - i. Sue Doody, Friends of the Library President: Friends are in the middle of the membership campaign. Friends are meeting one or two staff at every meeting, and introducing themselves to them. Sheryl McGovern has been invited to the Friends meeting to give an update on the Director Search. Sue wanted to reaffirm that the Friends support the library, and they also support the board.
 - ii. Cindy makes the request to do something similar with staff for the Library Board. Kelly Stern agrees to start at the December Board Meeting.
 - b. Finance
 - i. Met and went over Board action requests.
 - c. Personnel
 - i. Molly Cormaney: Haven't met as the Personnel Committee, since they are all on the Search Committee. The director ad is up but Molly is not sure of the number of applications received at city hall.
 - ii. Gretchen Behm: Small report on the Iowa City Director search panel. Each candidate gave a short presentation and then they all sat on a panel and answered questions.
 - iii. A subcommittee of the Search Committee will meet to form questions on November 14, 2018.
 - d. Library Art Committee

i. No updates

XI. Unfinished Business

a. No updates

XII. New Business

a. No updates

XIII. Public Forum: docketed items

a. No updates

XIV. Adjournment

a. Jim Kenyon moved

b. Glenys Worthington seconds

c. Approved