

**MINUTES**  
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**  
**BOARD OF TRUSTEES**  
**April 3, 2013**

Members present: Behm, Blair-Broeker, Deaver, Richardson. Staff: McGovern, Anderson, Dargan, Stern, Kayser. Guests: Mark Ripplinger, Russ Curtis.

1. Meeting was called to order by President Blair-Broeker.
2. Agenda: Due to the lack of a quorum, action items will not be addressed until the May meeting. Will follow agenda discussion items; minutes will be recorded.
3. Approval of the March minutes will be added to the May meeting agenda.
4. Communications from the Officers: no report.
5. Special Order of Business: Russ Curtis, Cedar Falls Civic Foundation update. Curtis distributed Investment Relationship Review packets for the CFPL foundation accounts. The foundation received funds, for the benefit of the library, from the Mary Beckman estate. This is a true endowment fund so the library will receive an annual distribution from the income generated. Discussed if the annual distribution could be reinvested in order to accumulate and if a policy is needed to ensure funds are used in a way that honors the intention of the donor. The Finance Committee will discuss the Beckman Endowment and bring any recommendations back to the library board. Reviewed the foundation investment strategies, average returns over last 10 years, discussed administrative fees (about 1%), foundation fees (less than 1%), and impact of planned expenditures on investment strategies (example: RFID expenditures from the Building Fund should be complete by late 2013). Kayser will continue to provide to Curtis & city staff the anticipated dates for foundation fund expenditures for the various projects & programs approved by the library board.
6. Bills & Financial Reports:
  - A. General, Levy, Grant Fund Bills. Board members in attendance conditionally approved the April library bills. Will email remainder of members for conditional approval and the confirmation of the approval will be added to the May meeting agenda.
  - B. Reviewed February financial reports; FY14 amendments have not yet been finalized. Foundation fund reports updated to include planned but not approved projects (highlighted) to show impact on fund balances.
7. Usage report: Reviewed February statistics. Circulation continues at a steady pace.
8. Director's Report:
  - A. Informational Update
    1. Reviewed the 3<sup>rd</sup> quarter FY13 goals; updates highlighted on the report.
    2. Reviewed the accreditation report. Standards were revamped since the last time we renewed our accreditation and items (like the number of periodical subscriptions owned) were removed from the minimum standards. CFPL did meet all the minimum standards; our turnover rate still needs improvement. It was noted that our AV turnover rates have improved with the push to increase the collection using Berg Funds. Deaver noted that continuing education for library board members was an additional unmet measure. McGovern will share information about webinars, ICN sessions, or other CE opportunities that might be of interest to trustees. Information in the Peer Comparison document will be updated when the FY12 statistics are published by the State Library of Iowa.
    3. A Budget Shortfall Taskforce has been formed to study ways to increase revenue and decrease expenditures citywide. Department heads and 2-3 people from each department serve on the taskforce. Suggestions were solicited from all city employees and will be studied. Various issues have been identified that may cause budget shortfalls within the next five years, primarily health costs and pensions funds. The full-time city attorney position was recently eliminated; other reductions may come through attrition; no across-the-board cuts are anticipated. Employees may attend presentations scheduled at a variety of times that give an overview of the role of the taskforce; city staff will also be presenting to various boards and commissions.

4. Miscellaneous:
  - a. The library was part of the citywide copier replacement bid. We will be getting a new copier for the administrative offices workroom; was unclear that we would be covering the cost from General Fund budget (thought it was from CIP).
  - b. Bill Close was selected to install a new exhibit in the Redfern Display Case (near the library entrance/atrium). The FOTL sponsored this exhibit and received quite a few proposals from which to choose.
- B. Reports from Department Heads.
  1. Public Services: Upcoming author presentation by Elizabeth Fixmer; RFID tagging continues; in the process of hiring a temporary, part-time intern to coordinate the RFID volunteers; will offer Zinio, an on-line magazine subscription service, to patrons starting in FY14 (will not replace print copies of magazines this year; to evaluate for future renewals).
  2. Youth Department: Last puppet show for FY13 this Friday; LegoPalooza in April; Burgeon Group will install the interactive pieces this Thursday; planning for summer library program.
  3. Technical Systems Administration: Four computers were installed in the teen room; planning to replace seven staff workstations prior to new RFID system implementation; will add a staff tagging station to help with the conversion project.
  4. Third Age: no report.
9. Referred for Board Action: Due to the lack of a quorum, action items will be added to the May agenda. The four requests for foundation funded projects might be hampered by a delay in approval; next CFCF Distribution Committee meeting will be at the end of April and will not meet again until the end of July. McGovern will see if the Distribution Committee could review the requests in May for those projects that the library board approves at their May 1<sup>st</sup> meeting. Discussed voting by email but McGovern noted that this is not recommended by the Attorney General.
10. Committee Reports:
  - A. Friends of the Library: Annual meeting will be held on Saturday, April 27.
  - B. Finance: not meeting next week.
  - C. Personnel: Blair-Broker outlined the process for the director evaluation. Committee members met with McGovern to review the results; numbers were strong and the narratives were positive and helpful. WPL and CFPL Personnel Committees agreed to review and update the director job description; will compare with other libraries of similar size.
  - D. Library Art Committee: Helped choose the Redfern Display design; a FOTL board member also served on the selection committee.
11. Unfinished business: None.
12. New business: None.
13. Adjourned.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem