MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
August 4, 2010

Members present: Behm, Blair-Broeker, Deaver, Narigon, Pfalzgraf, Traw. Staff: McGovern, Dargan, Stern, Kayser.

1. Meeting was called to order by President Blair-Broeker. Introduced Kelly Stern, Youth Librarian.

2. **MOTION**: (Behm, Narigon) to approve the agenda with the addition of IV.A Committee Assignments. Passed.

3. **MOTION**: (Traw, Behm) to approve the July meeting minutes as presented. Passed.

4. Communications from the Officers: Discussed the roles of our standing and ad hoc committees; may need to update bylaws to include the official structure. McGovern will investigate the procedure for updating our bylaws. Current committees are Finance, Personnel, Friends of the Library (FOTL) Liaison, and the ad hoc Art and Levy Oversight committees. Board members offered to serve on various committees and a new list will be posted/mailed to board members.
   - Finance: Blair-Broeker, Luze, Deaver, Narigon, McGovern (meetings often attended by city finance manager)
   - Personnel: Traw, Blair-Broeker, Richardson
   - FOTL Liaison: Pfalzgraf (will add to the FOTL email list)
   - Art: Behm, Pfalzgraf, Wilson, McGovern
   - Levy: Joyce Coil, Ann Jones, Traw, McGovern

5. Bills & Financial Reports:
   A. General, Levy, Grant Fund Bills. It was noted that BCR will no longer be in service; will transfer account to Lyrisis starting in FY11 for our OCLC services for cataloging and interlibrary loan.

   MOTION: (Behm, Narigon) to approve the final June and August library bills as presented. Passed.

   B. Reviewed preliminary June expenditure/revenue budget reports. Some transfers and the final June bills have not yet been posted. No changes to the status reports of library foundation funds (Berg, Ray, Building).

6. Usage Report: reviewed June usage reports. Need to add young adult school visits (outreach) in May 2010. Computer use will show an increase as we implement better reporting methods, especially in the youth department. Reviewed the FY10 Open Access report; noted that 10% of our circulation is to Waterloo open access patrons.

7. Director's Report:
   A. Informational Update
      1. Aypryl Pippert submitted her two week notice; will need to hire a 32 hour/week Youth Library Assistant and Stern is interviewing for a youth department shelver (position vacant). Hired a temporary office intern who is a Hawkeye Community College student; needs to work 192 hours by early December. Steve Sorensen has confirmed that he will be retiring October 1; will need to work with city staff to advertise for this position (reference librarian).
      2. Worked with Young Adult staff on the space reallocation plans. An area in the YA department will be enclosed to provide space for programming, activities, etc.
      3. The library will utilize the "notify me" feature linked from the city's webpage to allow people to sign up to receive notifications from the library. Will start by sending out the FOTL monthly calendar; 9 have registered for this service to date.
      4. September is National Library Card Sign-Up Month. Tom Hagarty has offered to donate a gift card from Wal-Mart (to be used for a bike) as a prize. Patrons will have chances to win this and other prizes (insulated bags) for getting new card, updating contact information (including adding email address), etc. Will also offer computer classes on what your library card can do for you (reserves, public internet, on-line databases, etc.).

5. The Summer Library Programs had 151 adults, 144 teens, and 800-900 youth signed up this year.
6. Miscellaneous: no report.

B. Informational Reports from Department Heads
1. Public Services: no report.
2. Youth Department:
   a. Will investigate using electronic registration of summer library participants next year. The family approach to this year's summer library program was greatly appreciated by patrons. It was noted that the one-time events drew bigger crowds than regular/weekly events. This included the balloon artist, the mobile StarLab, and Dan Wardell.
   b. Skeeze the snake has found a new home at Hudson High School. He was getting too big for his cage here.
   c. Will offer family storytimes with art activities this fall.
   d. Will also offer a puppet program/workshops that will involve kids.
3. Technical Systems Admin: The netbooks are ready to circulate; installed additional WiFi access point on first floor and found a good signal throughout the building. The ten new youth department computers are installed and have shown a significant increase in usage.
4. Third Age: no report.

8. Referred for Board Action:
   A. 506: Vacation Policy: needs some more work to clarify without losing content. Only major change will be the shortening of the time frame staff can submit vacation requests that will be granted based on seniority. Will add to agenda when a revised draft is available.

9. Committee Reports:
   A. Friends of the Library: no meeting in July; will resume in August. Pfalzgraf will not be able to attending the August FOTL meeting; Blair-Broeker will attend in her place.
   B. Finance: next meeting, August 11 at 4 PM. Noted that the Levy Oversight Committee will meet on August 17th.
   C. Personnel: no meeting.
   D. Library Art Committee: no meeting. Heard comments that the artwork installed is too low; Hearst Center staff will re-hang. Need to install informational plaques by each piece. The "altered books" first floor display (by entrance) has received positive feedback from our patrons.

11. Unfinished Business: none.

12. New Business: none.

13: **MOTION**: (Pfalzgraf, Behm) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem