

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
March 21, 2007 (rescheduled from March 7)

Members present: Blair-Broeker, Deaver, Gasser, Luze, Pfalzgraf, Seymour. Staff: Groskurth, Nangle, Kayser.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Pfalzgraf, Seymour) to approve the agenda as presented. Passed.
3. **MOTION:** (Luze, Gasser) to approve the February 2007 meeting minutes as presented. Passed.
4. Communications from the Officers: Deaver shared a patron concern about the cancellation of a magazine. Staff reviews circulation of the various titles and opted not to renew this subscription due to low circulation over a period of time as well as the high subscription rate. This title is available in full text through our EBSCOhost subscription; staff members did show the patron how it may be accessed while in the library (may also access from home with library card number). Board members agreed to defer to the expertise of the staff and Groskurth offered to compose a reply to the patron.
5. Bills: Received votes for March 2007 library bills and investment fund bills via e-mail. All approved as presented. Deaver reminded board members about the importance of attending monthly board meetings.
6. Usage Report: Reports reviewed & filed.
7. Director's Report:
 - A. Informational Update
 1. Reviewed the inclement weather policy. Library Board and Director feel it was the appropriate decision to close the library on Saturday, Feb 24 especially when the power failed. Staff members scheduled to work that day needed to use benefit time off or could have made up the time however it was the last day in the pay period. Library personnel have not been set up to earn or use compensatory (comp) time in the payroll system. This might be an option should this situation come up in the future. At this time the board agreed to leave the policy as written.
 2. Reviewed the Long Range Plan, Document #2, which included the three service areas that the board agreed to focus on: Commons, Current Topics & Titles, and Lifelong Learning. Determined that it would be helpful to review some peer comparisons of the ways other libraries address the needs of similar service areas. Will also help to compare collection sizes, materials budgets, staffing, programming, etc. Groskurth will work on gathering this information.
 3. Miscellaneous
 - (a) The Black Hawk County Board of Supervisors voted to increase the funding to the seven public libraries from \$100,000 to \$115,000 in FY08. This is the first increase in many years.
 - (b) We will celebrate National Library Week, April 15-21, with a variety of activities from punch & cookies, random drawings for prizes, to a possible scavenger hunt.
 - (c) The Levy Oversight Committee will meet on Monday, Mar 26 at 12:30 PM.
 - B. Reports from Department Heads
 1. Public Services: Author visit (Harstad) drew a diverse crowd of 70-80; the BUS-eum traveling exhibit will be in the library parking lot on April 3rd from 4-7 PM; plans are in the works for the first Adult Summer Reading program; a new reader's advisory on-line resource has been purchased.
 2. Youth Department:
 - (a) Two events for the general public will be held during the Cedar Valley's Youth Reads author visit.
 - (b) Lions Club has requested a puppet show performance at one of their meetings. A special birthday puppet show prompted a donation to the Friends of the Library by appreciative patron.
 - (c) Paige has steered her 18th student to graduate school for library science.

- (d) Youth staff will participate in the 2-day event "Celebrate Reading, Celebrate Song" in August.
- (e) Twenty-seven teens participated in a Young Adult planning meeting and are working on the Summer Program theme; Youth summer program will have an Egyptian theme.
- 3. Tech Systems: no report.
- C. Referred for Board Action:
 - 1. Reviewed updated pay bands for Special Purpose/Seasonal employees impacted by the Minimum Wage increase.

MOTION: (Seymour, Blair-Broeker) to approve the revised pay bands as presented. Passed.

- 2. The Friends of the Library will be holding their Annual Meeting on Thursday, April 12th. They have requested permission to serve wine at a reception in the meeting room on that date.

MOTION: (Blair-Broeker, Gasser) to allow the Friends of the Cedar Falls Public Library to serve wine at their Annual Meeting reception on April 12th, 2007. Passed.

- 3. The Waterloo Public Library Trustees reviewed and approved the updated Shared Director contract as presented. It was noted that Cedar Falls board members expressed concerns about the language in one area of the contract. Waterloo Board members with legal expertise reviewed the area of concern and determined the language posed no issue.

MOTION: (Pfalzgraf, Luze) to approve the Shared Director contract as presented. Passed.

- 8. Committee Reports:
 - A. Invitations to the Friends of the Library (FOTL) Annual Meeting on April 12th will be mailed soon. Members will be able to renew at the meeting. Committee reports will be presented. The budget was approved for April 2007 to March 2008 with some increases to various line items. The Friends made a permanent line item in their budget to update the Redfern display case (in atrium/entrance area) each year. There are two plaques that the FOTL would like to hang in or near the Book Nook. One is the Founder Plaque recognizing the original FOTL board members. A Cornerstone Club lists the names of all members the year we moved into the new library building. Library board members suggested referring this request to the Art Committee to pinpoint areas where these items could be placed.
 - B. Finance Committee: Deaver met with city staff to continue discussion about the library levy resolution language. It was questioned if the board still felt there is a need for the council to approve this resolution since the original intentions for levy funds to be expended for materials, and everything that supports acquiring & preparing those materials, appears to be working smoothly. There was also some confusion over the statement that the Levy Funds would help alleviate pressure on the General Funds. Need to investigate documentation more thoroughly to help with clarification.
 - C. Personnel: Committee members met with Groskurth and discussed evaluation outcome. Very positive responses from administrative staff and board members from both libraries. Blair-Broeker shared some of the narrative comments as well.

9. Unfinished Business: none.

10. New Business: none.

11: **MOTION:** (Pfalzgraf, Blair-Broeker) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem