MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
May 1, 2013

Members present: Blair-Broeker, Brindle, Deaver, Pfalzgraf, Richardson, Traw. Staff: McGovern, Anderson, Dargan, Stern, Kayser. Guests: Mark Ripplinger, Dick McAlister.

1. Meeting was called to order by President Blair-Broeker.

2. **MOTION**: (Deaver, Richardson) to approve the May agenda as presented. Passed.

3. **MOTION**: (Deaver, Traw) to approve the March and April minutes as presented. Passed.

4. Communications from the Officers:
   A. Discussion of monthly meeting date & time: Status quo for now.
   B. Ad hoc Nominating Committee: Will need to vote on FY14 Officers at the June meeting. Blair-Broker will chair an ad hoc nominating committee; Brindle and Pfalzgraf also offered to serve.

5. Special Order of Business: Budget Shortfall Taskforce. Dick McAlister, Administrative Services Director, presented a powerpoint show that outlined the Budget Shortfall Taskforce purpose, process, timeline, etc. Taskforce includes department directors and 2-3 employees from each department. Suggestions were solicited from all employees for ways the city could increase revenues and/or decrease expenditures; study will take place over the next 18-24 months. Will help head off financial shortfalls anticipated in the next 3-5 years; periodic updates will be shared with employees, boards, council, etc.

5. Bills & Financial Reports:
   A. General, Levy, Grant Fund Bills. Reviewed March & April library bills.

   MOTION: (Deaver, Richardson) to approve the April library bills as presented and confirm approval of March library bills. Passed.

   B. Reviewed March General Fund, Levy, Grant, and Foundation fund expenditure and revenue reports. Five foundation funded projects have been completed and will be submitted for reimbursement from the library foundation accounts. FY13 amendments not yet approved; future financial reports should reflect revised budgeted amounts.

6. Usage report: Reviewed March statistics. Some Open Access coding changes may temporarily throw off some patron type circulation figures but will be corrected by end of fiscal year.

7. Director's Report:
   A. Informational Update
      1. The Black Hawk County Gaming Association has granted $60,000 to the library for part of our automated materials handler (AMH) project. With the $44,000 received from the Carver Trust, this will allow us to move forward with Phase 2 of the RFID project; was part of the bid process but not covered by Building Fund allocation.
      2. Reviewed National Library Week Food For Fines summary; only lost about $250 in fine revenues for the week; huge increase in the amount of non-perishable food donations received.
      3. Reviewed the updated Peer Comparisons report.
      4. McGovern will continue to provide information for board members of continuing education opportunities available via webinars, conferences, State Library CE opportunities listing, etc. We will need to revise our strategic plan in the next couple of years which would be part of continuing education for board members.
      5. Miscellaneous: Received notice that the Cedar Falls Times will no longer supply free copies at various locations; would like to have businesses (including the library) sell copies at the counter or from a vending machine at each location. Free issue service will end on May 15th.
   B. Reports from Department Heads.
      1. Public Services: Nearly 15% of library materials have been retagged with new RIFD tags. Continuing to rearrange the 2nd floor AV area.
      2. Youth Department: The installation of the interactive pieces was completed by the Burgeon

Group technicians; hosted a very successful Cedar Valley's Youth Read author-in-residence for area 5th graders with Ingrid Law; Stern presented a session on using Pinterest in libraries at the Kids First conference in April.

3. Technical Systems Administration: Will add tagging sensor pads (for new RFID tags) at a couple of staff workstations to help pump up the conversion process.
4. Third Age: no report.

8. Referred for Board Action:
   A. Reviewed the FY14 Black Hawk County contract for library funding.

MOTION: (Pfalzgraf, Richardson) to approve the FY14 Black Hawk County contract for library funding as presented. Passed.

B. Reviewed the FY14 Library Budget.

MOTION: (Richardson, Brindle) to approve the FY14 Library Budget as presented. Passed.

C. McGovern reported that the Black Hawk County Gaming Association has approved a $60,000 grant for the library RFID project (automated materials handler).

MOTION: (Richardson, Deaver) to accept the $60,000 grant from the Black Hawk County Gaming Association. Passed.

D. Reviewed the grant request for the Chasing4Life program. Noted that print, radio and television publicity will be included in the advertising portion of the budget. Programs will focus on disaster preparedness and will be family friendly.

MOTION: (Richardson, Traw) to approve the Chasing4Life program foundation fund grant request as presented. Passed.

E. Youth Department Space Efficiency Funding Request
F. Hunger Games Funding Request
G. Ensembles in Schools Funding Request

MOTION: (Richardson, Deaver) to approve the Youth Space Efficiency, Hunger Games, and Ensembles in Schools funding requests as presented. Passed.

H. The Cedar Falls Times has been supplying free copies of their publication in the library atrium for the public. We received a notice that they will no longer offer this service but the library has an option to sell issues at our service desk or from a vending unit in the building; would receive a small commission on sales. Noted that this does not comply with library policy.

MOTION: (Traw, no 2nd) to approve request to sell the Cedar Falls Times at the library. Motion died due to the lack of a second to the motion.

9. Committee Reports:
   A. Friends of the Library: Had a good annual meeting in April; May 9th will be their next meeting date.
   B. Finance: No meeting needed in May.
   C. Personnel: no report.
   D. Library Art Committee: no report.

10. Unfinished business: None.

11. New business: None.

12. **MOTION**: (Traw, Richardson) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem