

**MINUTES**  
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**  
**BOARD OF TRUSTEES**  
**September 5, 2007**

Members present: Behm, Blair-Broeker, Deaver, Luze, Pfalzgraf. Staff: Groskurth, Anderson, Nangle, Kayser.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Behm, Pfalzgraf) to approve the agenda as presented. Passed.
3. **MOTION:** (Luze, Blair-Broeker) to approve the August meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Luze) to approve the September 2007 library bills as presented. Passed.  
**MOTION:** (Behm, Pfalzgraf) to approve the investment fund bills as presented. Passed.
7. Usage Report: Reviewed and filed. Blair-Broeker reported that she gave a tour to a group of Marshalltown Public Library board & staff that are considering a new library. Noted that our new library showed a definite increase in use from not only Cedar Falls residents but Open Access and rural residents as well. Nangle commented that this year's youth summer program registered users who do not reside in Cedar Falls doubled over last year's figure. The Open Access report comparing the last several years also supports this trend. Board attributed some of the increase to a more inviting building, good location, ease of parking, etc.
8. Director's Report:
  - A. Informational Update
    1. After the board voted not to pledge funds toward the Drop Leaf Chicken campaign, there was some feedback from community members. Previous discussions and board minutes indicated no promise of financial support when the sculpture was first brought to the board's attention prior to installation. Deaver noted that this board decision was not personal and that board members weighed this expenditure against the library mission and felt it was not an appropriate use of library funds. As individuals, board members were encouraged to pledge financial support toward this campaign and Deaver distributed informational packets.
    2. The seven Black Hawk County libraries have been considering changing the formula to distribute County funds allocated to help support library services to rural residents. Currently the formula is based on the amount of support each library receives from its own city and the circulation of rural residents. All seven library boards will be asked to review & discuss this issue. Board members questioned if the smaller libraries would be able to offer more services to rural residents with an increase in allocation or if the additional funds would go into the general revenues of individual cities. At this time, board members agreed by consensus to maintain the current formula for county funds distribution.
    3. Reviewed the final FY07 budget reports. It was noted that the General Fund expenditure report indicates that the library spent 95% of budgeted funds. However, the report does not show that any of the funds budgeted for Friends or Endowment Supported Programs line items were expended. Ignoring those two line items, we actually expended slightly over 98% of general fund allocations. The library levy revenues were slightly less than anticipated but we only expended 96% of the budgeted amount. The FY07 levy net balance of around \$9800.00 will carry over and may be amended to future levy line items as needed.
    4. Two on-line genealogy databases are now available for public use. HeritageQuest may be

accessed from inside the library or from outside users by logging in with a valid library card number. Ancestry.com Library Edition may only be accessed while at the library. Also, Dargan will set-up appointments to test the microfilm reader/printer workstations when he returns later this month.

5. Groskurth distributed a rough draft of our annual report, which the Friends will underwrite to have printed in full color and booklet format for public distribution.
6. Miscellaneous:
  - a) Banned Books week is Sep 29-Oct 6 and there will be a panel discussion at University Book & Supply.
  - b) Groskurth reported on the success of the staff in-service. This year was geared to Cedar Falls staff only whereas previous in-services also included Waterloo staff.
- B. Reports from Department Heads
  1. Public Services:
    - a) Two authors presented programs in August; late August may not be the best time of year for attendance at adult programs.
    - b) Upcoming programs include a presentation about Laura Ingalls Wilder by Sarah Uthoff, an educational wine & chocolate tasting presentation by the owner of Indulgence in November, and a lecture on buying & selling on Ebay in October.
  2. Youth Department:
    - a) 2008 Cedar Valley's Youth Read author-in-residence will be Will Hobbs. Have not yet selected which of his many books will be the focus of this year's program, which will be held in late April 2008.
    - b) Starting this Saturday (Sep 8) we will host a 12-week creative writing workshop for teens. A UNI graduate student received a grant from the Robert Koob Foundation to present this program.
    - c) The Young Adult department plans to host a haunted house again this year the last Saturday in October. Will be set up in the meeting rooms this year rather than the YA department.
    - d) In March 2008, the library has again agreed to host the spring Lollipop Concert in our meeting room.
  3. Tech Systems: no report.
- C. Referred for Board Action:
  1. Need board approval to serve wine during the November 15 program on wine tasting. Wine will be donated and/or paid for by the Friends of the Library.

**MOTION:** (Behm, Pfalzgraf) to approve serving wine as part of the wine tasting program on November 15. Passed.

2. Reviewed revised wording of By-Laws to add Finance Committee & duties. Need to mail final version 10 days prior to next board meeting for approval.
9. Committee Reports:
    - A. FOTL: no report.
    - B. Finance Committee: no report.
    - C. Personnel: no report.
    - D. Art Committee: The most recent version of the "gift of deed" document needs to be revised to remove information about copyright issue.
  10. Unfinished Business:
    - A. Reviewed the questions on the application forms of various city boards & commissions. Blair-Broeker wanted to make the clarification that being appointed to the library board is a political appointment but that the questions on the application form politicized the qualifications. Members agreed that the Library Trustee Handbook is a great resource, which might serve as a guide to identifying the qualifications needed in potential library trustees. Board members also felt that the current set of application questions is lacking certain, important board functions in the areas of our mission and issues of censorship. It was suggested that the Personnel

Committee should review the trustee application form and prepare a draft of meaningful sample questions. Committee members (Blair-Broeker, Gasser, Beed) will meet with Groskurth and report back to the board as a whole.

11. New Business: none.

12: Adjourned by consensus.

Respectfully submitted,

Carol Kayser  
Secretary Pro-Tem