MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
September 1, 2010

Members present: Behm, Blair-Broeker, Deaver, Narigon, Pfalzgraf, Richardson. Staff: McGovern, Anderson, Dargan, Kayser. Guests: Tim Jones, Struxture Architects.

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

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

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

4. Communications from the Officers: Distributed and reviewed updated board member contact and committee assignment lists.

5. Special Order of Business: Tim Jones, Struxture Architects. Jones reviewed blueprints of the library space reallocation project. Plans are to move audio-visual materials to the 2nd floor and enclose a portion of the Young Adult area for programming and to create a "sense of space" for library teens. This space will entail some HVAC & lighting work and emergency exit issues which will be discussed with Bruce Sorensen, Public Works. Plans in the YA room include a small stage (platform) for performances, flat screens, gaming areas, teen-friendly furniture, and a small workstation for library staff. The overhead Young Adult sign will need to be moved/removed. Once the audio-visual materials are relocated to the 2nd floor, there will be space to move the Large Print collection closer to the lobby area. Audio-visual materials will be placed in the Reference Collection (short stacks) area near the study rooms. The project is estimated at $40,000 (not including furniture); will use Library Foundation Building Funds. The Friends of the Library (FOTL) have also set aside funds for this project. Bids will include the services of a professional mover.

6. Bills & Financial Reports:
   A. General, Levy, Grant Fund Bills. Noted that the library purchased a Nook (ereader) with Computer Lab funds for class demonstration purposes.

   MOTION: (Deaver, Behm) to approve the September library bills as presented. Passed.

   B. Reviewed final FY10 and July 2010 General Fund, Levy, Grant expenditure and revenues reports. Reviewed foundation fund status reports which now include amounts for requests (REQ) that have not yet been approved/encumbered (ENC) or completed.

7. Usage Report: reviewed July usage reports. Noted that circulation of over 30,000 items in a month is occurring more frequently--a record we were pleased to break when it was first noted last summer. Distributed and reviewed the FY10/FY09/FY08 collection and turnover report.

8. Director's Report:
   A. Informational Update
      1. Missing some information for the FY10 statistics and ten-year chart. Will present next month.
      2. The RAGBRAI Committee has offered leftover funds to purchase new bicycle racks for downtown Cedar Falls. These racks are a new design endorsed by bicyclists. Board members agreed that the library would be a good location for a new bicycle rack.
      3. Various city departments present updates at City Council meetings. McGovern will present quarterly library updates to City Council.
      4. Levy Oversight Committee met; no concerns about FY10 levy expenditures.
      5. Reference Librarian, Steve Sorensen, will retire on October 1st. We have opted to fill this vacancy with two part-time positions and add four hours to each of the (2) current part-time reference librarian positions. The new positions would be a 30 hour/week, permanent part-time librarian (exempt) and a 20 hour/week permanent part-time library assistant (non-exempt). We will also upgrade the current 20 hour/week special purpose Young Adult

library assistant position to a permanent part-time library assistant position. Will post jobs internally before advertising on-line and in the newspaper.

6. Reviewed the proposed changes to the By-Laws. McGovern will mail notices of changes at least ten days prior to next board meeting.
7. Miscellaneous:
   a. McGovern was contacted by the Black Hawk County Gaming Association to appear in a commercial promoting the services that the BHCGA grant funds have provided to the community. Waterloo and Cedar Falls libraries received funding; CFPL grant helped launch the Computer Lab/Classes.
   b. Nicholas Sparks has tentatively agreed to be our next notable author scheduled for 2011.
   c. Discussed if Essential Oils Young Living meets the "non-profit or non-commercial in nature" meeting room criteria. Board members agreed that this group would not qualify. McGovern will contact the patron.

B. Informational Reports from Department Heads
1. Public Services: The Whitetail Deer program was well attended; upcoming program on Rainscaping (Oct 4) and Wine/Chocolate Tasting (Nov 30).
2. Youth Department: Good attendance at the Percy Jackson events. Added two "after school" storytimes on Wednesdays (early release day). Will host a Curious George program and offer a seven-week puppet workshop for kids.
3. Technical Systems Admin: New youth computers are generating significant increases in usage. Moved old youth computers to various areas in the library; will continue weeding out the Gateway Profiles which are mostly being used at the public internet workstations.
4. Third Age: Received 19 new Nostalgia Kits to be used for programming at senior citizen facilities.

9. Referred for Board Action:

A. 506: Vacation Policy: Reviewed the revised Vacation Policy.

MOTION: (Behm, Deaver) to approve the 506: Vacation Policy as presented. Passed.

B. Due to scheduling conflicts, the board agreed to change the October meeting date to October 13 (instead of October 6).

MOTION: (Deaver, Richardson) to change the October 2010 Library Board meeting date to the 13th. Passed.

C. Library redesign plans were previously reviewed and discussed.

MOTION: (Behm, Richardson) to approve the library space reallocation plans submitted by Struxture Architects and grant them permission to get bids for the project. Passed.

D. Reviewed grant requests:
1. Geology Bus Tour (Ray Funds)
2. Audio Visual Collection Enhancement (Berg Funds) – When reviewed by the Finance Committee, it was suggested that the amount requested might be increased from $20,000 to $30,000. Since our audio visual collection levels are well below standards, it will take years to reach a satisfactory level. The proposed amount won't be sufficient to make much of an impact. McGovern noted that the Library Levy carry-over cumulative balance will also be used in FY11 to help with high priority collection development. Plans are being made to use Berg Funds for a notable author visit in 2011; should be enough funds available for both projects.
3. Murder Mystery III (Berg Funds)
4. Author, Kent Nerburn (Berg Funds)

MOTION: (Deaver, Behm) to approve the four library foundation fund grant requests as presented. Passed.

10. Committee Reports:
    A. Friends of the Library: Working on goals and committee structure. Book discussions and book talks have resumed for FY11. Book Nook will be open during Community Main Street's "Girls Night Out" event on the evening of October 7th.
    B. Finance: Notes from last meeting will be posted. The committee did recommend four foundation fund grant requests for board approval that are on today's agenda.
    C. Personnel: no meeting.
    D. Library Art Committee: Hearst Center staff will re-hang artwork that is too low; will also create informational plaques to mount by each piece.

11. Unfinished Business: none.

12. New Business: none.

13: Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem