

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
February 6, 2019 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Sulentic, Browne, Chadwick, Cormaney, Worthington; Staff: Daniels, Gitchell-Thompson, Stern, Stuenkel; Guest: Rodenbeck.

- I. President Mike Sulentic called the meeting to order at 4:09.
- II. Agenda: Corrections/additions/deletions/approval
Amy Stuenkel asked to add a discussion regarding postage and ILL to the agenda as part of the Referred for Board Action: Policies portion of the agenda.
MOTION: (Cormaney, Chadwick) to approve the agenda with the addition. Passed.
- III. Minutes: Corrections and approval
MOTION: (Cormaney, Browne) to approve the minutes as presented. Passed.
- IV. Communication from Officers: Action appropriate to the communications
- V. Bills: Corrections/additions/deletions/approval
In presenting the bills the postage bill was mentioned as why an ILL policy was necessary to add to today's board meeting. The progress on the Co-Lab was also discussed.
 - a. General Fund, Levy Fund, Grant Funds
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)Upon review of the financial reports it was noticed that the Rental Budget is showing 314% (\$3,140 versus \$1,000) spent at this time. Kelly Stern noted that this will be investigated and a reason why reported to the board. A future meeting with Lisa Roeding was discussed to ascertain if there are any issues with the books that aren't obvious, but need to be known/addressed.
MOTION: (Browne, Chadwick) to approve the February bills. Passed.
- VI. Usage Report
The look of the Usage Report has been changed, but the main information is the same. It was also noted that the numbers seem to stay pretty consistent each month.
- VII. Director's Report
 - a. Policies

A review of the policies was conducted with Amy Stuenkel mentioning which policies are being updated with items like ALA, Freedom Act, and others being added into the existing policies. The items being added into the policies will be in yellow with the majority of the policies remaining unchanged. A discussion about if any of the policies needed to be run by lawyers, with Kelly Stern noting that for the most part no. However, anything that would need to be run by lawyers would be as an item for the Co-Lab is being looked over currently.

1. Art Collection Policy
2. Circulation Policy
3. Collection Development Policy
4. Display Cases Policy

A mention of the no nails rule in the policy occurred.

b. Hiring 40 hour Youth Services Librarian

A discussion about the need to hire a new 40 hour Youth Services Librarian was conducted. This is due to the current Youth Services Librarian becoming the Library Director.

c. Hiring 29 hour Library Assistant at the Community Center

A discussion about the need to hire a new 29 hour Library Assistant at the Community Center was conducted. This position would be responsible for taking care of the rentals of the Community Center. However, they would not be the person that would be taking care of the financial portion of the rentals as that would be handled by the new Library Administrative Assistant (Timothy Daniels), who was introduced. The person filling this position would work primarily in the Community Center with a few hours in the Library every other Saturday. Due to this their pay would come from the Community Center fund except when the staff member is working for the library, and then it would come out of the Library's budget.

d. Cameras

A presentation was scheduled regarding the camera system, however, the person designated to give the presentation was not present at the meeting. Due to this a discussion regarding camera placement, recording capabilities, etc. of the proposed system occurred.

e. Miscellaneous (Postage and ILL Policy)

On the previous two Fridays it was necessary to add \$150 to the postage machine, with \$150 being entered again on 2/5. Currently Pitney Bowes is who is handling postage, but a switch is being made in May, with UPS being looked at due to some of the routes packages are being taken on now. The average amount spent on postage each month is \$638.50, with 5 more months in the fiscal year could leave the fund \$3,000 in the red. This issue with postage is why an ILL Policy needed to be added to the agenda.

Depending upon the type of book that is being shipped there could be a charge of around \$2.50 or \$3.50 for each book. This is why an ILL policy is being presented to the board to charge \$2 which would help offset some of the cost of postage. Other libraries in the area have similar policies with varying charges for shipping the book, and with some having rules regarding maximum numbers, charges for not picking up the items, and other various charges.

- VIII. Misc. Information reports from Department Heads
- a. Public Services
The events of the next month were highlighted: Showing award winning movies, Harry Potter trivia event that happened on Tuesday, as well as the Murder Mystery event. The spending on Hoopla, an e-resource platform, was reported.
 - b. Youth Department
The Harry Potter event coming up for the entire library was highlighted. For the Youth department there will be games that are adapted towards Harry Potter, Diagon Alley style shops where items can be purchased, as well as a viewing of the first movie in the series.
 - c. Technology Librarian
Server migration and an installation of a new version of Windows is being installed. Workflow required fixing, and there is a new display at the front. The Co-Lab is being worked on to open in April.
- IX. Inteconnex Presentation
- a. Library surveillance system overview
The presentation did not occur due to the scheduled person not being at the meeting.
- X. Referred for Board Action
- a. Policies
MOTION: (Chadwick, Browne) to approve all the policies. Passed.
 - 1. Art Collection Policy
 - 2. Circulation Policy
 - 3. Collection Development Policy
 - 4. Display Cases Policy
 - b. Hiring 40 hour Youth Services Librarian
MOTION: (Cormaney, Browne) to approve hiring a new 40 hour Youth Services Librarian. Passed.
 - c. Hiring 29 hour Library Assistant at the Community Center
MOTION: (Cormaney, Chadwick) to approve hiring a new 29 hour Library Assistant at the Community Center. Passed.
 - d. Cameras
MOTION: (Cormaney, Chadwick) to approve using Interconnex for the camera system. Passed.
 - e. ILL Policy (Added to the agenda earlier in the meeting)
MOTION: (Browne, Chadwick) to approve creating an ILL Policy that would charge \$2 to help offset postage costs. Passed.
- XI. Reports of Standing and Special Committees: Action appropriate to the reports
- a. Friends of the Library
No representatives at this meeting.
 - b. Finance
Does not need to meet.

c. Personnel

Will be conducting a meeting in the next few weeks in order to wrap up and archive their work during the search. Meeting notes from the January 25th meeting will also be typed up soon and distributed.

d. Library Art Committee

No representatives at this meeting.

XII. Unfinished Business

Kelly Stern thanked Amy Stuenkel for being a Co-Interim Library Director, and thanked the employees that were doing extra work as well. A press release was discussed with it being noted that a reporter was already present at the Library to do a story on the hiring.

XIII. New Business

Board Member Browne will more than likely miss the March Board Meeting, but will be back for the April meeting.

XIV. Public Forum: docketed items: None.

XV. Adjournment

Motion to adjourn (Browne, Chadwick). Passed. Meeting adjourned at 5:02.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem