

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

Members present: Sulentic, Behm, Chadwick, Cormaney, Snell; Staff: Daniels, Stern, Stuenkel; Guest: Rodenbeck.

- I. President Mike Sulentic called the meeting to order at 4:00.

- II. Agenda: Corrections/additions/deletions/approval
Kelly Stern asked to add an invoice for the Murder Mystery event to the list of bills in the board packet for approval during the Bills section of the agenda.
MOTION: (Behm, Cormaney) to approve the agenda with the addition. Passed.

- III. Minutes: Correction and approval
MOTION: (Cormaney, Chadwick) to approve the minutes as presented. Passed.

- IV. Communication from Officers: Action appropriate to the communications
A discussion about this section of the agenda happened with the main question being what this section of the agenda is for. It was discussed that this section is often used for communications that would be important to share with the board. An example of a letter from a patron praising the work that is being done.

- V. Bills: Corrections/additions/deletions/approval
Since an invoice was added to the bill report portion of the agenda, a discussion regarding where the funding for this particular bill would be coming from. It was noted that the payment for this bill would be coming from the Murder Mystery portion of the Ray Fund. In presenting the bills, the invoice from the Blackhawk Hotel was also highlighted to determine its necessity and where the funding was coming from. The invoice is part of a contractual agreement with a presenter (Leslie Connor) as part of the Cedar Valley Youth Reads event that is happening towards the end of April. The funding for this invoice is coming from Berg. Kelly Stern brought up a question from the February board meeting regarding the rental amount that was showing as 314% of budget. In following up on this line item it was found that this is the line item for returns of the security deposits required when renting the Community Center. The bill to pay Sirsi Dynix was discussed. Amy Stuenkel mentioned that this company charges us an annual fee for hosting our catalog, and that this amount represents half of the total bill since this service is shared with the Waterloo Public Library.

In viewing the bills it was discussed whether Description 1 and 2 was always included with the bill report or not.

- a. General Fund, Levy Fund, Grant Funds
- b. Financial Reports (General, Levy, Grants, Foundation Funds)

MOTION: (Behm, Cormaney) to approve the March bills. Passed.

VI. Usage Report

When looking at the usage report a question was asked about whether there were any closings due to weather events. Kelly Stern noted that there was an hour delay in opening on 2/23, and due to travel not being advised on 2/24 there was a closing on that day. It was mentioned that it will be interesting to see the count for February due to less days in the month. It was also noted that circulation looked good for January.

VII. Director's Report

a. Policies

i. Beer and Wine Policy

When reviewing this policy Kelly Stern noted that the main difference with the Beer and Wine Policy is that beer/wine is slashed out with beer and wine written in red after it to be consistent throughout the policy. It was also discussed that the policy notes that it would be reviewed annually, but the last revision was more than a year ago. Due to this a question was asked about whether the policy needed reviewing each year, or if that part of the policy could be taken out.

ii. Confidentiality Policy

This policy was also reviewed for any changes.

iii. On hold until the April meeting: Co-Lab Policy and Interlibrary Loan Policy

b. Request to serve wine at the Friends of the Library Annual Meeting on April 23, 2019
A discussion of this request was held with it being noted that the so far we are well below the 10 events that we are allowed to have beer and wine at so far this year.

c. Staffing update

The hiring process for the Library Administrative Assistant for the Community Center and new Youth Librarian was discussed. It was noted that five individuals were interviewed for the position with the Community Center with one candidate in mind for offering them the position. There is not a specific deadline for submitting applications for the Youth Librarian position due to it being open until filled, but the first round will be reviewed in late March. A question about how many applications have been received so far for this position was asked, but the amount is not known at this time.

d. Miscellaneous

A meeting between the various Black Hawk County Librarians was discussed along with the new credentialing. A previous discussion regarding meeting with the entire staff was discussed, and it was noted that with choosing a date to complete these items does not have to be on a workday.

VIII. Reports from Department Heads

a. Public Services Librarian

The report started with a discussion of a new Library Light card that will eventually be available for issue. This card will be a temporary card that can be given out to those who just moved here and do not have proof of address, for patrons who are only here for a certain period of time. There are restrictions to this type of card in that the patron cannot checkout instruments, GoPros, and other similar items. A policy for this new type of card is being drafted so the board can review it as part of the April board meeting. The beekeeping program that is coming up was discussed with it being broken up into two parts being highlighted. The Man VS Nature event happening on April 1st, Retirement Seminar series with Mike Finley starting April 2nd, and Take Back Your Space on May 22nd also being discussed.

b. Youth Librarian

The recent Harry Potter event was discussed with a note made that 485 people attended this event. This event was held with around 30 to 35 volunteers (mostly UNI students). The shops at the event sold out of their merchandise before the end of the event, as well as the patrons have given a lot of positive feedback with some wanting to know when this would be held again. The upcoming Cedar Valley Youth Reads event was discussed. Author Leslie Connor will be attending the event during the last week in April. It was also noted that Katie Nedwick just attended some workshops to help gear up for summer events.

c. Technology Librarian

The Technology Librarian was unable to attend the meeting, so Kelly Stern filled in to present for her. A discussion regarding the reconfiguring of the computer lab due to new equipment was held, along with a timeline given regarding the updating of staff and patron stations as the version of Windows that we are using will no longer be supported at the end of the year. The opening of the Co-Lab was highlighted with a note regarding the Guys in Purple Coats doing the ribbon cutting which will happen at the beginning of the event. There will be some presentations from 10 to 3 along with some refreshments. It was mentioned that the mayor and local news should be informed of this opening.

IX. Presentation of security camera package by Inteconnex

The people that were schedule for this presentation were not at the meeting yet, so this was skipped until they arrived at 4:31. The presenters noted that the camera system that will be installed is the same type of camera system they have installed for the city in other public buildings. A presentation was then held to show what the software looked like and what it involved in order to control the cameras and recording done by the cameras. This involved showing how any cameras can be brought onto a screen for viewing, and how this system is fully customizable with many clients using three or four screens to view several cameras at once. By using Aviglion the person controlling the system can do an appearance search, vehicle search, and search by description. Once the search results are returned there were a variety of options shown for what can be done with the results. The different types

of cameras that will be installed was also discussed with one type of camera being a fish eye camera that will be facing down from the ceiling, but can be used to view in different directions as well. Various specifications such as the amount of megapixels, the motion time setting, bookmarking files so they can't be recorded over were also discussed. When discussing the location of the cameras it was noted that all of the cameras that were approved are internal cameras with the main locations being: young adult, book checkout, youth area, reference desk (with a switch for audio), and a sensor near the stairs. Whether there will be any cameras inside the Co-Lab or Community Center was also discussed with it being noted that the city is looking at installing some cameras in the Community Center. It was also brought up about having a switch for audio at the Circulation desk.

X. Referred for Board Action:

a. Beer and Wine Policy

Before voting the idea of reviewing was brought up again with the idea being to review every three years instead of annually.

MOTION: (Behm, Chadwick) to approve the Beer and Wine Policy. Passed.

b. Confidentiality Policy

MOTION: (Behm, Cormaney) to approve the Confidentiality Policy. Passed.

c. Request to serve wine at the Friends Annual Meeting

Prior to vote it was noted that the event is on 4/23 from 4-7.

MOTION: (Behm, Chadwick) to approve the serving of wine at the Friends Annual Meeting. Passed.

XI. Reports of Standing and Special Committees: Action appropriate to the reports

a. Friends of the Library

The representative at the Board meeting wasn't present at the last Friends meeting, so there is nothing that they can report.

b. Finance

The Finance Committee noted that they don't need to meet.

c. Personnel

The committee noted that they had a small meeting to wrap up the director search. As part of the meeting they noted that they are going to memorialize the process so there is something in place for when a search happens again in around 20 year. This information will be placed in Kelly's file and will be archived digitally as well. Goal setting was also brought up due to the six month review process. Sheryl will also continue to be a mentor.

d. Library Art

Someone has been contacted in order to create new name plates.

XII. Unfinished business

The Council Breakfast for March 15th at 8 AM was brought up. The Friends of the Library will be offering a continental breakfast that morning. Whether or not people had to RSVP was also discussed, along with whether this event should be held in the fall instead due to a few

different logistical reasons. This event might also be televised on Channel 15 in the future as well. The new process of sending certain accounts to collection was also discussed with it being noted that about \$19,000 has gone to collections with about 2 of the patrons who have accounts in collection paying off their balance. This will require checking at a later date to determine whether this is a financially viable option for certain overdue accounts. The upcoming ILL fee was also brought up with it being noted that Reference will be having a meeting to go over the policy and determine how to apply it, who to apply it to, and the potential of creating a book club card in order to help apply the fee.

XIII. New business

None.

XIV. Adjournment

Motion to adjourn (Behm, Snell). Passed. Meeting adjourned at 4:57.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem