

AGENDA  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
October 2, 2019 4:00 PM  
Cedar Falls Public Library  
Conference Room

Members present: Sulentic, Behm, Blair-Broeker, Browne, Cormaney, Kenyon, Snell, Worthington; Staff: Daniels, Gitchell Thompson, Hosford, Stern, Stuenkel. Guest: Rodenbeck

- I. President Mike Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Behm, Snell) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval  
MOTION: (Cormaney, Snell) to approve the minutes as presented. Passed.
- IV. Communication from Officers: Action appropriate to the communications  
None
- V. Bills: Corrections/additions/deletions/approval  
Director Stern noted that there are two additional bills at the end of the packet. One is for a computer order with Dell as they are not willing to do a Net 30 order this time. Additionally a bill for an instructor teaching classes on how to make cards is the second bill that is added to the packet for approval. Member Blair-Broeker inquired about it looking like there were two Advanced Systems bills. Assistant Daniels described the change from Net 30 to Net 45, which resulted in the following month's bill being generated early.
  - a. General Fund, Levy Fund, Grant Funds  
Members Blair-Broeker and Snell inquired about the postage and non-print lines of the budget being at a higher percentage of the budget than expected. Assistant Daniels noted that these two lines have some large invoices for yearly renewals that happen at the beginning of the year, which causes them to be a higher percentage early in the fiscal year.
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
Member Cormaney inquired if all of the endowments/grants that were open had been closed out. Director Stern noted that the majority of the older ones have been closed, but there are still a couple of ones to close from previous fiscal years. President Sulentic inquired about what the oldest one was, with Director Stern noting that it might have been from 2013 or 2014.  
MOTION: (Behm, Kenyon) to approve the bills with the additions. Passed.
- VI. Usage Report

President Sulentic inquired if the dip in patron count was due in part to the end of the Summer Reading Program and school starting again. Director Stern noted that there is generally a dip in patron count in August.

VII. Director's Report

a. Raised garden beds in front of the library

Director Stern noted that these were suggested by Assistant Meier, and are being potentially located by the sign since there is just mulch by the sign currently. If receiving Board approval then Director Stern noted that Public Works would be contacted to see what is necessary to make this happen.

b. Policies

i. Meeting Rooms (2<sup>nd</sup> revision)

Director Stern mentioned how language was drafted so no political programs can occur at any city facilities with a few exceptions noted. Due to this the policy has been revised to include this language.

ii. Public Access Computers

iii. WiFi Acceptable Use (includes addendum formerly a separate document)

Director Stern noted that the addendum was merged with the main document as it made sense to have them together.

c. Strategic Planning Proposals

Director Stern noted that since voting on choosing a company was tabled at the last meeting to give the Board time to review the proposals she was hoping that a company could be chosen.

d. *13 Ways to Kill Your Community* discussion

Director Stern noted that she attended this discussion with Member Chadwick and Snell. Member Snell noted that she enjoyed the book and discussion. She noted that it is actually about how to make your community thrive and discussed some of the topics in the book that are necessary to accomplish this. It was then suggested that the entire Board might want to read the book, and Director Stern noted that she could acquire more copies of the book if the Board would like them.

e. Downtown Vision Plan

Director Stern noted that she attended the meeting at City Hall, and that the portion of the suggested plan available on <https://ourcedarfalls.com/> that entails the library is on page 50. One item of note is that the consultants suggested that if the bank next door ever leaves it could become a multi-use structure with business in the bottom floors and parking in the upper levels. This would then result in the corner of the lot becoming green space. Director Stern noted that there is another public presentation on November 7<sup>th</sup> at 5:30 PM.

f. Funding Request: Burgeon Group Addition 2019—Building (misc.)

g. Miscellaneous

Director Stern inquired about the bylaws and if the Board would like to discuss them at this meeting or put them on next month's agenda to review and approve. Member Browne noted reading something on the web site that was confusing in Article VII, Section 3 regarding the either in the description of time for Emeritus status. Director Stern noted that she would inquire about this. The bylaws review and approval was tabled to be added to the agenda for the November meeting. Director Stern also discussed the training requirements

and what training opportunities were still available. The new shelver being hired was also mentioned.

VIII. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that on October 21<sup>st</sup> there will be a discussion with the Better Angels which is aimed at creating a better understanding between voters of different parties. There will also be a program with Tom Connors on October 23<sup>rd</sup>. A breakfast to show appreciation for volunteers will be held on November 15<sup>th</sup>.

b. Youth Librarian

Librarian Hosford noted that with school beginning storytime attendance has dropped off a little with the preschool group. She also noted that October has been busy due to LitCon. Librarian Hosford also noted that there would be pumpkin painting, Main Street trick-or-treating, a spooky storytime, some outreach events at schools, some events where children can read to a dog or cat. She also noted that Librarian Welch and herself would be attending a performer's showcase in Carlisle City to pick out some performers for Summer 2020. Librarian Hosford noted that Beth Lavenz was hired to be the new shelver for the Youth department.

c. Technology Librarian

Librarian Gitchell Thompson noted that on Sunday all the systems were shut down so the server room could be organized. A master calendar was created that is available on the staff site, which is now inside the library's domain making the documents on the site more secure. A Co-Lab calendar was created and is on the Co-Lab page as some feedback from patrons indicated they did not think the room was getting much use. Librarian Gitchell Thompson discussed the Dell bill and how these computers are designed to be used upstairs, and discussed her plans for FY 20. For FY 21 the plan is to replace computers in the Youth and Young Adult rooms. Librarian Gitchell Thompson noted that she did some outreach with Assistant Pagel at Orchard Hill Church relating to help with using technological devices. She is hoping to do more, and many of the seniors noted that they would be coming to the library for more help.

IX. Referred for Board Action:

a. Raised garden beds in front of the library

Member Blair-Broeker inquired about whether the library would maintain these and have programming around them as well, with the answer being yes to both. Member Kenyon inquired about the design. Director Stern noted that the idea is to have them be like what is by the Caribou Coffee on University.

MOTION: (Behm, Snell) to approve adding raised garden beds to the front of the library. Passed.

b. Policies

Member Behm inquired if the policies could be bundled together.

MOTION: (Behm, Worthington) to approve bundling the policies together for approval. Passed.

i. Meeting Rooms (2<sup>nd</sup> revision)

ii. Public Access Computers

iii. WiFi Acceptable Use (includes addendum formerly a separate document)

MOTION: (Browne, Snell) to approve all policies as presented. Passed.

c. Strategic Planning Proposals

The Board discussed the proposals presented to them with some of the key considerations being the difference in travel that the companies would be undertaking, the services being offered, the cost of the services being offered, and who the companies have previously done work for were discussed.

MOTION: (Kenyon, Snell) to approve hiring Library Strategies for completion of the Strategic Plan. Passed.

d. Funding Request: Burgeon Group Addition 2019—Building (misc.)

MOTION: (Behm, Brown) to approve the funding request. Passed.

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

a. Friends of the Library

Member Snell noted that they were finally able to meet and worked on updating the different committees as some were out of date.

b. Finance

Director Stern noted that the Finance Committee does not need to meet this month.

c. Personnel

None

d. Library Art

It was noted that the committee has received some have proposals from artists concerning the next art display for the Redfern case and will be having a meeting soon to choose an artist.

XI. Unfinished business

None

XII. New business

None

XIII. Adjournment

Motion to adjourn (Behm, Browne). Passed. Meeting adjourned at 5:07.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem