

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

Members present: Sulentic, Behm, Blair-Broeker, Browne, Cormaney, Kenyon, Snell, Worthington; Staff: Daniels, 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, Blair-Broeker) to approve the minutes as presented. Passed.
- IV. Communication from Officers: Action appropriate to the communications
None
- V. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there are a couple of bills that are at the end of the packet due to them coming in late. Director Stern noted these were added in also due to when they needed to be paid by. Member Worthington inquired about the bill for Biblioboard. Director Stern noted that this is a service that will help with the community engagement portion of the strategic plan. She noted that local writers, artists, and musicians are able to upload their work to Biblioboard and let the public view them. Director Stern then noted that for those associated with our writing programs, like NaNoWriMo, they can upload their work and turn it into an ePUB that can then be distributed, sold, etc. President Sulentic then inquired if this is an annual bill or the first time that an invoice for this was in the bill report. Director Stern noted that this is the first time. She also noted that she could have a staff member demonstrate it at a future meeting if anyone would like to see it.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
Director Stern noted that some revenue lines receive the entire fiscal year's payment at the beginning resulting in some of the higher percentages on the report. For instance, the revenue from Black Hawk County comes in two parts each year.
MOTION: (Behm, Cormaney) to approve the December bills. Passed.
- VI. Usage Report
President Sulentic noted that October appears to have been a busy month. Director Stern noted that there were more patrons, but fewer checkouts. However, last year there were

more checkouts and fewer people. Member Worthington inquired about the number for Hoopla. Director Stern noted that there is a set amount for Hoopla each month that cannot be exceeded so the number tends to be about the same each month. President Sulentic inquired about RBDigital. Director Stern noted that this was a service for online magazines that we discontinued service with. Member Browne inquired whether the charge for ILLs was still in place or not. Librarian Stuenkel noted that the charge is still in place currently. Member Browne noted that she had wanted to check due to the decrease in ILLs this year compared to the previous year. President Sulentic then inquired about notebook and iPad circulations. Director Stern noted that most don't need them as if they want to use a device that they can take anywhere while here they generally bring their own device. Librarian Stuenkel noted that we do have one patron who checks one out each month. Member Browne inquired about the attendance for adult programs as there were a small number of programs but over 1,000 people attended them. Director Stern noted that this was due to LitCon being held during October this year.

VII. Director's Report

a. Kimberly Bolan and Associates agreement

Director Stern noted that the agreement with Kimberly Bolan is in the packet as it was sent to the City Attorney who accepted the agreement, but there are just a few pieces of wording that are being updated. She noted that once it is voted on and approved she can sign it and send it back. Director Stern also noted that the Waverly Public Library has hired Kimberly Bolan and Associates for a space needs assessment, and if we can coordinate with both it could potentially save on travel costs.

b. Cedar Falls Community Foundation Financial Plan for 2020 and three funding requests

Director Stern noted that the foundation uses a calendar year so the plan for the next year is attached. She noted that one important point in the plan is that no disbursements are planned from the building fund as two years' worth of disbursements is needed to pay for the cost of carpeting. Director Stern noted that there are also three funding requests as these are for programs that happen early in the year.

c. Policies

i. Revised Circulation/Fines and Fees combined

Director Stern noted that the previously approved policy on fines and fees has been revised due to eliminating the majority of fines starting next year. She noted that due to the suggestion of combining some policies where possible this has been combined with the policy regarding circulation. Director Stern noted that the portion of the policy that mentioned specifics regarding different collections has been removed to be a separate document that can be updated as new collections are added and specifics about different collections are changed. Member Blair-Broeker inquired about if new collections have to be presented to the Board. Director Stern noted that any new collection items are mentioned at the meetings before purchasing them, but in the past they have not been submitted for approval.

ii. Trustee Bylaws

Director Stern noted that the changes discussed in the previous meeting have been made.

iii. Policy Change Request

Director Stern noted that there have been no changes made to this form or the next one from when they were last voted on and approved.

iv. Statement of Concern

v. Safe Child Policy

Director Stern noted that there are no changes to this policy either, but if anyone sees any changes necessary they could be made.

d. Miscellaneous

Director Stern noted that there will be a joint press release with the Waterloo Public Library at the end of December to announce the elimination of the majority of our fines. She also noted that the packet in January will have the remaining policies for review and approval. Director Stern noted that the exception is the set of personnel policies as just a list of the changes will be included as they come directly from the City. She also noted that they are mainly small changes like our week runs Sunday to Saturday whereas other departments run Saturday to Friday.

VIII. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that a volunteer appreciation breakfast was held the previous month, and that the members can take a glass with them when they leave. She noted that we are acquiring a collection of board games which haven't cost anything yet, as an employee, Jessica, has been contacting game companies who have been sending us free games which will hopefully be out for circulation by the end of the year. Librarian Stuenkel noted that the majority are not big name games, but we might start purchasing some of these games. On February 24th Dr. Catherine Palczewski will be doing a presentation about the 19th amendment. She will be bringing items for a display as she has a huge collection of postcards, pins, and vinegar valentines from this time period. Librarian Stuenkel noted that beekeeping will be part of the programming lineup again.

b. Youth Librarian

Librarian Hosford noted that there will be some holiday cookie decorating, a puppet show, and a break coming up with no storytimes or programs for two and a half weeks. She noted that this will allow the youth department to finish up plans for January through April.

c. Technology Librarian

Director Stern noted that Librarian Gitchell Thompson is still out, but will hopefully be back around the middle of the month. She also noted that there is a planned update being rolled out for the ILS on the 11th, but the troubleshooter team has a plan in place.

IX. Referred for Board Action:

a. Kimberly Bolan and Associates Agreement

President Sulentic inquired about if a bill would be sent each month based upon the work that they completed. Director Stern noted that she believed so due to the not to exceed portion of the agreement. President Sulentic then inquired about whether the Waverly Public Library could meet our timeline. Director Stern noted that they have not set up times yet, but we will try to coordinate. President Sulentic inquired about the mention of December 1st as a date of completion in the agreement on the second page. Director Stern noted that she believed this is intended to be when they would have the agreement to us and everything signed. She noted that since this has to be turned in at the end of May we are scheduled to be done using their service in April.

MOTION: (Behm, Browne) to approve the Kimberly Bolan and Associates Agreement.
Passed.

b. Cedar Falls Community Foundation Financial Plan for 2020

President Sulentic inquired if this is for the entire year. Director Stern noted that it was. Member Behm inquired about not taking any distributions from the building fund and if we would be losing out on anything that we normally do. Director Stern noted that there is nothing pressing that needs to be done, so we should be fine.

MOTION: (Kenyon, Cormaney) to approve the Cedar Falls Community Foundation Financial Plan for 2020. Passed.

c. Funding Requests

The funding requests were bundled together for voting purposes.

i. Cedar Valley's Youth Read 2020—Ray, \$6,300

ii. Summer Library Program 2020—Berg, \$23,000

iii. Bridge to Reading 2020—Berg, \$3,500

MOTION: (Behm, Browne) to approve the three funding requests. Passed.

d. Policies for Review/Approval

i. Fines and fees/circulation

President Sulentic inquired about if the revision to this policy was just cleaning up some of the terminology. Member Blair-Broecker inquired about if a library card is damaged. Librarian Stuenkel noted that due to the company that did them a few years ago we might just give the patron a new card. Member Browne inquired if they have to vote on the amount of days that various items circulate. Librarian Stuenkel noted that in the past they have not as maximum fines have been changed without a vote. Member Browne suggested moving the information about books, books on CD... through Library of Things to the Checkout Limits document.

MOTION: (Behm, Cormaney) to approve the Fines and fees/circulation policy with the amendment suggested. Passed.

ii. Trustee Bylaws

Director Stern noted that she made the changes noted in the previous meeting by changing the wording of a few items, updated the information regarding Emeritus status, and made the headings consistent.

MOTION: (Cormaney, Worthington) to approve the Trustee Bylaws. Passed.

iii. Policy Change Request

MOTION: (Behm, Browne) to approve the Policy Change Request document. Passed.

iv. Statement of Concern

MOTION: (Behm, Browne) to approve the Statement of Concern document. Passed.

v. Safe Child Policy

Member Blair-Broecker inquired about how often an incident described in the policy transpires. Director Stern noted that in her 10 years it has happened maybe three times where a child was left unattended for more than an hour and police had to be called. A question was then asked regarding how old a child has to be in order to be at the library unattended. Director Stern noted that they have to be at least 11.

MOTION: (Kenyon, Blair-Broecker) to approve the Safe Child policy. Passed.

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

a. Friends of the Library

Member Snell noted that their board is going through the same types of items as this one as they are updating committees, policies, etc. Additionally she noted that they are making

some changes to the membership letters and will be meeting the following week as they have some items to wrap up.

b. Finance

Director Stern noted that this committee met last month and will not have to meet in December.

c. Personnel

None

d. Library Art

Member Behm noted that she had something to report last month, but then was unable to attend. Director Stern then noted that the new art display for the Redfern display case should be going up anytime now.

XI. Unfinished business

Notes

XII. New business

Member Kenyon inquired about whether it was possible to call into the meeting if unable to physically attend. It was noted that this is possible as another member has done that this year. Member Worthington then inquired about if it would be possible to set up the room for using Zoom so members could use this software to attend meetings. Director Stern noted that this could potentially be done. Guest Rodenbeck noted that one issue she has observed when using software like this is that there can be a lag in the system. Due to this she noted that in the physical meeting room an item would have a motion being seconded while a person that was remoting into the meeting was asking a question due to the lag. Member Kenyon then noted that to stay current on meetings he will call in as he did not believe he could make it to the next meeting. Member Browne noted that she did not believe she could make it to the next meeting either.

XIII. Adjournment

Motion to adjourn (Behm, Kenyon). Passed. Meeting adjourned at 4:42.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem