

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
January 8, 2020 4:00 PM  
Cedar Falls Public Library  
Conference Room

Members present: Sulentic, Behm, Blair-Broeker, Chadwick, Cormaney, Kenyon (via phone), Snell, Worthington; Staff: Daniels, Gitchell Thompson, Stern, Stuenkel; Guest: Rodenbeck.

- I. President Mike Sulentic called the meeting to order at 4:04.
- II. Agenda: Corrections/additions/deletions/approval  
Director Stern noted that a few bills were added to the end of the packet due to their coming in late.  
MOTION: (Cormaney, Snell) to approve the agenda as amended. Passed.
- III. Minutes: Correction and approval  
MOTION: (Worthington, 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
  - a. General Fund, Levy Fund, Grant Funds
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)Member Worthington inquired about the WCF SO Ensembles in Schools and WCF Symphony & Lollipop Concert entries that are listed within the Ray endowment. Director Stern noted that the WCF Symphony usually does a concert each year at the Community Center, and the library helps offset some of the costs as a sponsorship.  
MOTION: (Behm, Chadwick) to approve the January bills. Passed.
- VI. Usage Report  
Member Worthington inquired about how soon eliminating the majority of fines will be reflected in the usage report. Director Stern noted that it could be a month or two before seeing a difference. Librarian Stuenkel noted that we have received a large number of items back, and will potentially see an increase in checkouts. She also noted that she would run a report in a month or two. Director Stern noted that an e-mail was sent to staff regarding a conversation that was overheard where a patron excitedly noted that they could “finally come back to the library now that fines are gone,” and that removing the fines “was literally the reason they came in.” Member Blair-Broeker inquired about what the response seems

to be from the public in general. Director Stern noted that it has been positive, as there have been hundreds of positive comments posted in response to the announcement. There has been at least one negative reaction that stands out, as the person with the negative response sent a personal message as a reply. Member Snell inquired regarding how long before an item is considered lost if it isn't returned. Librarian Stuenkel noted that this happens after six weeks. Member Cormaney inquired about the "no more checkouts" portion of the policy. Director Stern noted that as soon as it is overdue they can't check anything else out until it is returned.

VII. Director's Report

a. Conflicts of interest forms

Director Stern noted that any employees, members of boards, etc. have to fill out an annual declaration regarding if they have any type of conflict of interest. Thus, she brought some forms for each member to fill out.

b. County Trustees meeting and board education

Director Stern noted that she asked Eunice Riesberg to come talk to the Board regarding educational opportunities. She also noted that the accreditation document would like information regarding training the trustees have been doing, so adding an agenda item for trustees to discuss what they have been doing in regards to education would be a good idea so an ongoing record would be kept. Director Stern also asked that the trustees send information about what they have been doing to Assistant Daniels, or herself, prior to the February meeting.

c. Lobby from Home Day: Monday, Feb. 10; Legislative Day Tuesday, March 10 at the Iowa State Capital

Director Stern noted that this is not something she has been a part of previously, but she was encouraged to encourage the Board to participate in this. Director Stern noted that this would allow them to share stories regarding what they have done here and interact with legislators.

d. Fine free rollout

Director Stern noted that the feedback has been overwhelmingly positive.

e. Policies for review/revision

Director Stern noted that staff had no recommendations for changes to these policies.

f. Strategic planning update

Director Stern noted that Librarians Hosford and Stuenkel would be part of a logistics team with herself. In this role, they will have access to software that Kimberly Bolan & Associates uses. Director Stern also noted that the focus groups, also known as stakeholder meetings, are tentatively planned for the third week in February due to the delay finishing the insurance requirements.

g. ADA Checklist for Priority 3

Director Stern noted that this is one of the items she has to complete as part of the accreditation paperwork. She noted that she included this in the packet as the Board has to

approve the document. Director Stern noted that she will provide this information to Public Works as well.

h. Miscellaneous

Director Stern noted that to be accredited at Tier 3, the Library is required to meet all of the Tier 1, Tier 2, and Tier 3 standards, plus 20 of the 38 optional/additional standards. Director Stern noted that she will share these at the next meeting, and President Sulentic will need to sign these by February 28<sup>th</sup> so they can be turned in. She also noted that a Finance committee meeting will need to be held this month as the Library is partnering with the Hearst to provide some programs related to the lost art of letter writing from March to May this year.

VIII. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel mentioned that the Library has eliminated the majority of fines and she ran some reports regarding how much and how many bills have been deleted from the system. She noted that 171,955 bills were deleted totaling \$62,915.73. Librarian Stuenkel noted that there will be beekeeping programs at the end of February and beginning of March. Member Behm inquired if the Library would be participating in the volunteer day. Director Stern noted that she did not have a plan to go currently, but some representatives might be able to go. Member Behm noted that it might be a good idea to go in the future. Director Stern inquired regarding how she would like the Library to participate. Member Behm noted it would provide the Library with a chance to give information out to people that might be interested in volunteering at the Library.

b. Youth Librarian

The Youth Librarian was not present at the meeting, so Director Stern noted that she can present what happened in December and January at the next meeting.

c. Technology Librarian

Librarian Gitchell Thompson noted that it feels good to be back, but there is a lot to catch up on now that she is back. She also noted that she wanted to thank the troubleshooters that helped out during her absence. Librarian Gitchell Thompson noted that new self-checks would start to be installed on Monday the 13<sup>th</sup> by Envisionware. She noted that this is the same company that the Waterloo Public Library uses, and that there will be new RFID pads at each desk, a reconfiguring of the AMH, and training of staff on the 14<sup>th</sup> and 15<sup>th</sup>. Librarian Gitchell Thompson noted that the adult computers on the second floor will be getting replaced soon with the tentative schedule being to replace them at the end of this month. She also noted that she is in the final leg of updating staff computers as well. Librarian Gitchell Thompson noted that she has been doing some maintenance on the 3D printer as well which has required ordering some replacement parts. She also noted that during her absence the troubleshooters updated the ILS.

IX. Referred for Board Action:

a. Policies for Review/Approval

i. Registered Sex Offenders

President Sulentic inquired if there was a blanket policy that the City uses regarding this topic. Director Stern noted that this policy is one that is specific to the Library. Member Behm inquired if the policy looked okay to everyone. Director Stern noted that Iowa Code prohibits registered sex offenders with offenses against minors to be present on the property of a public library without the library administrator's written permission. If such permission is requested, Director Stern will deny the request. This decision may be appealed to the Board of Trustees. President Sulentic inquired regarding how it is found out that a patron is a sex offender. Director Stern discussed the procedures that are in place at the different service desks regarding how to determine if a patron, or potential patron, is on the list.

MOTION: (Behm, Snell) to approve the Registered Sex Offenders policy. Passed.

ii. Staff Use of Electronic Equipment

MOTION: (Cormaney, Chadwick) to approve Staff Use of Electronic Equipment policy. Passed.

iii. Use of Wheelchair and Motorized Cart

Member Behm inquired regarding how it can be determined that a patron really needs to use one of these devices. Director Stern noted that if children are observed running around and then jumping on either device they would be asked to not be on them. Member Worthington inquired about whether the language regarding approval should be taken out. Director Stern noted that approval is mentioned as these are housed in a location that a patron would not be able to access. Member Worthington inquired about changing some of the wording to eliminate elderly and disabled to wording that states that these are for those who physically need them. Member Cormaney mentioned changing some of the wording to mention that patrons are able to use these upon request or staff member's judgment or discretion.

MOTION: (Behm, Chadwick) to approve Use of Wheelchair and Motorized Cart policy as amended. Passed.

b. ADA Checklist for Priority 3

Member Cormaney inquired regarding how long the checklist took to fill out. Director Stern noted that it took a couple of hours, and that she learned a lot about acceptable accessibility.

MOTION: (Blair-Broecker, Chadwick) to approve the ADA Checklist for Priority 3. Passed.

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

a. Friends of the Library

Member Snell noted that the Friends are still working on finishing the rearrangement of their committees. She also noted that since they will be meeting during this month they would hopefully have their new arrangement of committees wrapped up at that meeting.

b. Finance

Director Stern noted that this committee will need to meet on January 29<sup>th</sup> at 4:00 PM.

c. Personnel

None

d. Library Art

Member Behm noted that the Redfern display case now has the art piece installed. She also noted that she believes the glass might need cleaned. Member Behm also discussed a typewriter display that will be happening in a display case on the second floor. She noted that since the Hearst was planning on doing programming around this it is natural for us to work with them on this.

XI. Unfinished business

Member Snell inquired if the Board still needed another trustee? Director Stern noted that there are no more open positions as of Member Blair-Broeker becoming part of the Board.

XII. New business

None

XIII. Adjournment

Motion to adjourn (Behm, Worthington). Passed. Meeting adjourned at 4:39.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem