

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

Members present: Behm, Blair-Broeker, Browne, Chadwick, Snell, Sulentic; Staff: Daniels, Gitchell Thompson, Hosford, Stern, Stuenkel; Guest: Guenther, Lehman, Ogden, 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: (Browne, Blair-Broeker) to approve the minutes as presented. Passed.
- IV. Review of Cedar Falls Community Foundation funds for use by the library, Bill Guenther and Gretchen Ogden  
Director Stern introduced Bill Guenther and Gretchen Ogden who had a presentation prepared for the Board regarding Cedar Falls Community Foundation Funds. Bill Guenther introduced Carly Parker since she is permanently housed in Waterloo while Bill is not. He noted that he would not be going through each page of the presentation, but just hitting the highlights. Bill noted that last year there was a return of a little over 19%, but since the beginning of this year the fund is down about 4.8% due to the instability in the market. Bill then discussed how in situations that the market currently finds itself in, there are usually three stages: reactionary stage, liquidity stage, and fundamental stage. After giving a description of each and which stage he believed the market was in, Bill noted that they were not going to move away from equity positions as an understanding about what is happening is needed first. Bill noted that it is best to put time and thought on our side rather than trying for luck and happenstance.
- V. Board Training  
Director Stern noted that this item was added from a recommendation of the State Library of Iowa as it will create a documentation of what the Trustees have been doing each month. She then inquired if any Trustees had completed any training activities last month. Member Behm noted that she had not, but had sent Director Stern what she had done prior to last month. Member Blair-Broeker inquired if this will be an item in the agenda each month. Director Stern noted that it would be.

- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
MOTION: (Behm, Blair-Broeker) to approve the March bills. Passed.
- a. General Fund, Levy Fund, Grant Funds  
President Sulentic inquired about the repairs and maintenance line in the general fund due to the percentage of budget amount it is currently at. Administrative Assistant Daniels noted that there was a big once a year bill for the AMH maintenance agreement that was causing the balance to be high. Director Stern noted that if this line goes over budget it will be amended during the budget amendment process with a line that is under the allotted balance. President Sulentic then inquired about the non-print resources line in the levy fund. Director Stern noted that a levy reserve has been being kept that will be used during the amendment process for levy items that are over.
- b. Financial Reports (General, Levy, Grants, Foundation Funds)  
President Sulentic noted that it is good to see how much was actually taken out on the report.
- VIII. Usage Report  
Member Browne noted that she was shocked that there were 61 CFPL items checked out at UNI. In addition, she noted that it is nice to see that with the ILL fee in effect that the numbers are still steady. Member Browne inquired if the time around the caucuses creates an extra usage. Director Stern noted that it is hard to tell if any extra usage is attributable to the caucuses with the exception of meeting and conference room usage.
- IX. Director's Report
- a. Accreditation application submitted early, minus strategic plan  
Director Stern noted that the application was submitted a week early, with the exception of the strategic plan component since that is still in process.
- b. Strategic Planning Retreat: Wednesday, March 25 from 9-3  
Director Stern noted that there have been nine focus groups, as well as a survey that is active through March 8<sup>th</sup>. Once the time period for the survey has passed, KBA will collect, compile, and perform various tasks with the data in advance of the retreat. For the retreat KBA would like to see 20-25 people from each of the various demographics (half would be staff and Trustees, and the other half community members). This retreat will create a draft of the plan, and would happen from 9:00 AM to 3:00 PM with a working lunch catered in from Panera. Director Stern inquired if any Trustees could attend with Member Blair Broeker noting he could, and the rest of the Trustees at the meeting noting they would check their calendar. Director Stern noted that she had sent invitations to community members to RSVP by Monday, and depending upon the responses, she will send out more invitations.
- c. Budget overview from Jennifer Rodenbeck at the April Meeting

Director Stern noted that Jennifer Rodenbeck will go over the City of Cedar Falls' budget process. She then noted that the library budget will need to be voted on for approval.

d. New 29-hour library assistant position to begin in July

Director Stern noted that a decision regarding where the assistant will work has not happened yet in case any information at the retreat would help determine the best placement. Once the retreat is over Director Stern will meet with Librarians Hosford and Stuenkel to determine which department will get this new assistant if the Board approves this new position.

e. HyVee My Heart bags in July 2020

Director Stern noted that these are red, reusable grocery bags sold at HyVee. She also noted that HyVee donates proceeds from the sale to a chosen non-profit each month. Due to this Director Stern contacted them to see if the library would be able to have a month, and we are the recipient in July. Due to this she noted we will promote this in advance of July via social media.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that since going fine free there was an issue with express DVDs and books due to there being no renewal for those items. Because of this patrons were just holding onto them beyond their due date, so the setting was changed to allow one renewal of these items. Librarian Stuenkel noted that another series of retirement programs with Mike Finley will begin on April 7<sup>th</sup>. She also noted that the Gabby Rivera panel discussion that was mentioned previously has not been set yet, but a date and time might be able to be set once she is in town. Librarian Stuenkel noted that there will be a love and inclusion tree at the Gallagher Bluedorn, and supplies will be left here for patrons to create leaves to add to the tree.

b. Youth Librarian

Librarian Hosford noted that there are some exciting programs, and passive programs planned for the youth department. She noted that a March Madness style bracket for books has been created on a bulletin board. Librarian Hosford noted that this bracket is associated with one online, so as patrons vote for their favorites their response can be entered in online. She also noted that the youth department is gearing up for spring break. Librarian Hosford noted that there will be crafts patrons can do throughout the week, a green screen program in the Co-Lab, and an escape room in the conference room from Tuesday through Friday.

c. Technology Librarian

Librarian Gitchell Thompson noted that there are now new adult computers upstairs. She noted that there are 12 new computers with each equipped with Windows 10. Librarian Gitchell Thompson noted that three are also equipped with privacy screens which have made them popular. She also noted that all of the updated library policies are now up on the public site. Librarian Gitchell Thompson also noted that these policies and the personnel policies are on the staff site as well. She also noted that the test on the 3D printer started

out well, and that she is also working on inventory and cleaning up / recycling unneeded technology.

- XI. Referred for Board Action:
- a. New 29-hour library assistant position  
President Sulentic inquired if they were just approving the position. Director Stern noted yes as this is needed to be able to fill the position.  
MOTION: (Behm, Chadwick) to approve the new 29-hour library assistant position. Passed.
- XII. Reports of Standing and Special Committees: Action appropriate to the reports
- a. Friends of the Library  
Member Snell noted that she cannot report on how the Friends are doing since she was not at the last meeting.
  - b. Finance  
Director Stern noted that this committee does not need to meet this month. She also noted that there was a meeting that Administrative Assistant Daniels and herself attended on Monday with Cathy and Cyndi from the Cedar Falls Community Foundation. Director Stern noted that this meeting was to go over the open grants with the foundation. She also noted that during the meeting a discussion about the branding project was had due to the original amount requested, \$8,000.00, is not enough for the project. Director Stern noted that Cyndi noted it would be easiest to cancel the current grant and create a new proposal.
  - c. Personnel  
Member Browne noted that this committee recently completed an annual evaluation regarding Director Stern's performance. She noted that the forms used by the City of Cedar Falls were distributed to the Trustees and some employees of the library. Member Browne noted that using the evaluation scores and comments supplied to the committee, an average of Director Stern's scores and comments were communicated to her. Based upon this Member Browne noted that the committee would like to make a motion to give Director Stern a raise that is commensurate with her scores on the evaluation using the system normally used by the City of Cedar Falls. President Sulentic inquired about when the raise would take effect. Director Stern and Jennifer Rodenbeck noted that it would be around July 1<sup>st</sup> of 2020.  
MOTION: (Behm, Chadwick) to approve the raise for Director Stern.
  - d. Library Art  
Member Behm noted that there is a new installation in the display case on the second floor. She noted that Tara Pickering created a display of typewriters as part of the programming that is being done in conjunction with the Hearst.
- XIII. Unfinished business  
None
- XIV. New business

Member Behm noted that a long time Trustee, Elaine Pfalzgraf, had died. She noted that she wanted to mention this to see if anything would be done to honor her. Some ideas were mentioned with the result being to determine if a book was created for her when she stopped being part of the Board and then think of additional ideas if one had not been created. Jennifer Rodenbeck noted that on Friday during the annual flood preparedness meeting there was a discussion regarding what to do during a pandemic. Director Stern inquired about if certain facilities would be closed. Jennifer Rodenbeck noted that Public Safety is working on a plan, and discussion is still happening.

XV. Adjournment

Motion to adjourn (Blair-Broeker, Browne). Passed. Meeting adjourned at 5:00.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem