

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING

BOARD OF TRUSTEES

April 1, 2020 4:00 PM

Cedar Falls Public Library

Online via Zoom, due to COVID-19 social distancing guidelines

Members present: Blair-Broeker, Browne, Chadwick, Cormaney, Snell, Sulentic; Staff: Daniels, Gitchell Thompson, Hosford, Stern, Stuenkel.

- I. President Mike Sulentic called the meeting to order at 4:03.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Blair-Broeker, Cormaney) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval
MOTION: (Snell, Cormaney) to approve the minutes as presented. Passed.
- IV. Director's Report
 - a. COVID-19 response update
Director Stern noted that she wanted to let the Board know that the library staff are planners, and started to work on creating a response plan a little earlier than the City asked for one to be created. She noted that in creating the plan it was determined which services are considered essential, who could work from home, and other important items. Director Stern noted that some employees are working in the building, and some are working from home at this time. She also noted that curbside service is not being offered at this time since it would put at least one staff member at risk, and there is conflicting reports currently about the length of time the virus can live on various surfaces. Director Stern noted that employees are wearing gloves when collecting materials from the book drop, and are quarantining the materials before checking them in a few days later. She also noted that the selectors have been ordering more e-collections for patrons since patrons cannot come in to check out physical materials. Director Stern noted that she knows that this would not help patrons that do not have Internet access. She also noted that the Internet is currently out at the library, so City IT has ordered a new part that would hopefully get it back up by the end of the week.
 - b. Staffing
Director Stern noted that Julie Tilton had turned in her resignation, so the referred for board action section includes a vote to backfill the 29 hours per week reference librarian position. Director Stern noted that with the current closure she is unsure of how the hiring process would go, but will ask City Hall about how it will happen due to the current closure. She noted that it is possible that interviews would have to be conducted via Zoom.

- V. Bills: Corrections/additions/deletions/approval
MOTION: (Snell, Browne) to approve the April bills. Passed.
- a. General Fund, Levy Fund, Grant Funds
President Sulentic inquired about whether the tax amount in the report was one that came in bi-annually or not. Director Stern inquired whether the line President Sulentic was looking at was a revenue or expense line. President Sulentic noted he was looking at a revenue line. Director Stern noted that the money that comes in from the county comes in twice a year via check. President Sulentic inquired about adding more to the e-collections as was noted earlier. Director Stern noted that she had allocated an additional \$15,000 to Amy and Rebekah, and \$10,000 to Michael above the budgeted amount. She noted that this was due to the amount of money that was held in the Levy reserve. Librarian Hosford noted that she had reallocated more towards e-collections, and that Assistant Daniels would be updating. Director Stern noted that she had a meeting with Assistant Daniels regarding the amendment process. Member Browne inquired if due to what Director Stern has seen over the last few weeks if there will be a lot of new expenses happening, or if it will be about the same. Director Stern noted that there might be a few new expenses for items that will be helpful due to closure, but the budget should be fine due to the Levy reserve.
- b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VI. Referred for Board Action:
- a. Request to backfill reference librarian position, 29 hours per week
MOTION: (Chadwick, Browne) to approve backfilling reference librarian position, 29 hours per week. Passed.
- VII. Reports from Department Heads:
- a. Public Services Librarian
Librarian Stuenkel noted that life is a lot different than a month ago. She noted that there are no programs happening currently, some staff are working on a shifting project, and she is spending more on e-collections. Librarian Stuenkel noted that she is part of the strategic planning committee, and that it has been interesting and informative. President Sulentic inquired if they had gone through all of the questions and comments from patrons yet. Librarian Stuenkel noted that the survey results have been compiled. Director Stern noted that if he is interested in the findings booklet she can send it out to everyone. Member Snell inquired if anything surprised anyone. Librarian Stuenkel noted that nothing really surprised her as she had seen some of the comments on surveys prior to the findings booklet was created, so she knew about patrons wanting a specific place for pre-teens especially on Wednesdays due to early out. Member Blair-Broecker noted that it was good information with some being a little contradictory. Librarian Stuenkel noted that the surveys were before the pandemic, so she will be working on making things more proactive compared to reactive.
- b. Youth Librarian

Librarian Hosford noted that there is also a shifting project in the youth department as well. She noted that the fiction and picture books are being moved which should provide room for the collection to grow, and more space for graphic novels. Librarian Hosford noted that she has been working on social media engagement due to COVID-19. She noted that some of the posts have been bad book descriptions, contests pitting the puppets against one another, book reviews. Librarian Hosford noted that she has been posting four times a day on Facebook, and has been posting on Instagram as well. She noted that a big author visit, Dan Geimenhart, was planned for later this month, but she does not feel comfortable asking him to travel so it might happen via Zoom. Librarian Hosford noted that a subscription to Beanstack was purchased which would be a digital medium for reading challenges that staff will be getting trained on soon.

c. Technology Librarian

Librarian Gitchell Thompson noted that currently there is no Internet, and she is not able to go in to work on the issue currently. She noted that City IT let her know that the firewall had died, and that they are ordering the exact same model so they can upload the current configuration to save some time. Librarian Gitchell Thompson noted that eventually a newer model will be ordered which will take longer to configure, but will provide better protection. She also noted that she was using the closure to clean and organize her office by eliminating some of the old technology that is not needed. Librarian Gitchell Thompson noted she has also been participating in the strategic planning meetings, and has found them really eye opening. She also noted that she will be one of the employees that is mostly working from home, and is going to work on making it easier for employees to do this if necessary to work at home in the future.

VIII. New business

Member Snell noted that the Friends of the Library will not be having their yearly meeting as scheduled. She noted that they will be looking at their rules in regards to what to do in a situation like this.

IX. Adjournment

Motion to adjourn (Browne, Blair-Broeker). Passed. Meeting adjourned at 4:30.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem