

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
May 6, 2020 4:00 PM  
Cedar Falls Public Library  
Online via Zoom

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

I. President Mike Sulentic called the meeting to order at 4:00.

II. Agenda: Corrections/additions/deletions/approval

Director Stern noted that Assistant Jacobs submitted his resignation after the packet had been sent out. Due to this she noted she would like to add the backfilling of his 29-hour position to the Referred for Board Action section.

MOTION: (Behm, Snell) to approve the agenda with the addition. Passed.

III. Minutes: Correction and approval

MOTION: (Kenyon, Snell) to approve the minutes as presented. Passed.

IV. Strategic Plan: Rob Cullin and Janet Nelson of KBA/Rethinking Libraries

Rob Cullin noted that it has been an interesting journey adapting the strategic planning process due to COVID-19. He noted that Director Stern has shared a draft of the plan that discusses six focus areas for the library. Rob noted that when looking at the plan the general focus areas are on the left side of the plan, and as you move to the right each column discusses more specific items within the six focus areas. Rob noted that once it is finalized and approved he will work with Director Stern and various staff to develop the first year, 12 month, plan. He noted that the overall plan is broad currently, and then each yearly plan will be more specific. Rob noted that the majority of the discussions with stakeholders happened pre-COVID, but will be implemented

post-COVID which will require some adjustments and scaling back due to budgets, etc. President Sulentic inquired if this will turn into five one-year plans. Rob noted that each plan should cover approximately 12 months to 18 months at most. He noted that right now it would be better to have a shorter plan due to uncertainties currently. President Sulentic then inquired if Director Stern was looking to have this approved today. Director Stern noted that she was hoping for it to be approved at this meeting. Member Kenyon inquired about when this was due to be submitted. Director Stern noted that it is due this month, and that if it was approved she would send it through to finish up the library's accreditation process. President Sulentic inquired about when the work on the first plan would happen. Director Stern noted it would happen soon, potentially this month.

V. FY21 Budget: Jennifer Rodenbeck, Director of Finance and Business Operations, City of Cedar Falls

Director Rodenbeck noted that Director Stern asked her to explain the budget process for the Board before they voted to approve the budget. She noted that due to this she put a PowerPoint together with how the process works. Director Rodenbeck noted that the process usually starts with a goal setting session with the City Council to find out where the priorities are. She noted that this also allows for a determination of an approximate amount of a property tax increase. Director Rodenbeck noted that the process moves on to the capital improvements program (CIP) portion as this is a big chunk of the budget. She noted that this allows for determining what the big projects are and if any bond money will be required. Director Rodenbeck noted that the process then moves into approving the budget.

Director Rodenbeck then discussed how property taxes are set with there being three components. She noted that the first component is setting the valuation of the home which is done by the county. Director Rodenbeck noted that the rollback is then set by the state, and then the tax rate is set by the city. Director Rodenbeck then discussed some of the specific rollback percentages for different types of properties, and some of the vernacular used in the process of setting property taxes. She noted that in setting the property taxes that \$8.10 is the maximum amount allowed under Iowa Code. Director Rodenbeck noted that due to COVID-19 that plans are being made for a potential decrease in revenue as the DOT has predicted at least a 25% reduction in the road use tax which helps pay for street repairs, plowing, etc. She noted that Black Hawk County is not accepting applications for grants currently, so some projects that were anticipating receiving funding from this source will have to be adjusted due to this. Director Rodenbeck then asked if there were any questions. President Sulentic inquired if the library always receives the same percentage of the \$8.10, or if the amount fluctuates each year. Jennifer noted that they library is receiving around 61 cents currently. President Sulentic then inquired about giving tax breaks on commercial buildings and how that factors in. Director Rodenbeck noted that for some time incentives were not given, but now they are being given if certain qualifications are met such as building a certain value of structure, it holds that value for a certain length of time, etc. She noted that by attaching these qualifications it offsets any incentives given.

- VI. Board Training update  
None
- VII. Communication from Officers: Action appropriate to the communications  
None
- VIII. Bills: Corrections/additions/deletions/approval  
MOTION: (Behm, Snell) to approve the April bills. Passed.  
a. General Fund, Levy Fund, Grant Funds  
b. Financial Reports (General, Levy, Grants, Foundation Funds)  
Director Stern noted that due to not having in-person programming for the last few weeks, and potentially for some time in the future, she will be asking the Cedar Falls Community Foundation to extend the service dates of some of the grant items through 2021. Member Browne inquired if anything that was not a foundation item will be much different. Director Stern noted that due to being closed the selectors have not been ordering as many physical items and focusing more on e-collections. President Sulentic inquired if next year's budget would be affected due to the changes. Jennifer Rodenbeck noted that an effect on the budget will not be known until the valuation information comes from Black Hawk County in December. She noted that if there are any changes it will be to the FY22 budget.
- IX. Usage Report  
President Sulentic inquired if electronic foot traffic is going up as expected. Director Stern noted that it has been going up. President Sulentic inquired if more money was going towards those services. Director Stern noted that more has been going towards e-collections. Member Blair-Broeker inquired about when the library closed. Director Stern noted that it was closed on March 17<sup>th</sup>.
- X. Director's Report  
a. Update of current library operations  
Director Stern noted that she wanted to provide an update of what is going on at the library. She noted that currently there are no more than five employees in the building at one time, and they must wear masks when in the building. Director Stern noted that some employees are working in the building part of the time and at home the rest of the time, and some are just working from home. She noted that this is allowing a chance to see what works and what does not. Director Stern noted that a tiered plan for opening up the library is in the packet.  
b. Tiered Plan for Library Operations During Pandemic  
Director Stern noted that the ability to move from one tier to another in part is based upon how easy it is to secure products for cleaning, etc. She noted that currently there are some products that the library usually purchases, but cannot get like Clorox Anywhere spray. Director Stern noted that some washable masks have been ordered for staff, but they are currently on backorder. She noted that Assistant Daniels is ordering as much as he can each week. Director

Stern noted that she also walked around with Matt Buck to see what items he can share with the library. During this time he noted that he is having some trouble getting some supplies as well. Director Stern noted that she believes level 4 of the plan has been fully figured out. She noted that patrons will be able to place holds via phone or online. Then staff will go out to their car where the patron will show identification. Their items will then be put into the patron's trunk so there will be no contact. Director Stern noted that the plan is being presented not to approve the specific details of the plan, but an overall plan in general. She noted that she will share more as the plan is more fleshed out.

c. Miscellaneous

Director Stern noted that the reference librarian position closed on May 4<sup>th</sup>, and she will be doing some Zoom interviews hopefully next week. Director Stern then noted that Members Browne, Cormaney, and Snell's terms would be ending soon and wanted to know if they would like to serve another term. Members Browne, Cormaney, and Snell noted that they would like to serve another term.

XI. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that she has been purchasing a lot of e-materials. She also noted that she has been working on a blog of e-resources, and patrons can leave questions as part of this. Librarian Stuenkel noted that the catalog was also updated to show a list of book club titles. She noted that a Goodreads discussion group from a few years ago is being revived currently. Librarian Stuenkel noted that a subscription to Creativebug is in the works as well which has videos available about knitting, using a Cricut, etc. She noted that this will allow classes to happen where patrons can see an expert work on these types of projects.

b. Youth Librarian

Librarian Hosford noted that she has mostly spent her time revamping the summer reading program. She noted that as part of this a subscription to Beanstack was purchased which would allow for creating a reading challenge site. Librarian Hosford noted that she is working on an offline reading challenge as well where she will be creating a curbside bag that has a log, activity sheets, etc. She noted that she is also working on figuring out which other programs need canceling, which ones need rescheduling, and which can go virtual with the majority of programs going virtual. Librarian Hosford noted that she has been able to work with NYICFF which supply short films to provide streaming capabilities for a week and a half for patrons to view.

c. Technology Librarian

Librarian Gitchell Thompson noted that she is just about done organizing her office. She noted that the building being closed to the public has helped her out since access to the building for staff has been limited as well. Librarian Gitchell Thompson noted that she has been working on updating the website to include the new virtual items and services that have been purchased. She noted that since movement from one level to another on the tiered reopening plan is not planned out it leaves the reconfiguring of computers up in the air. Librarian Gitchell Thompson

noted the increase in virtual meetings has made ordering certain products like web cameras, etc. difficult.

XII. Referred for Board Action:

a. CFPL Strategic Plan

MOTION: (Kenyon, Chadwick) to approve the CFPL Strategic Plan. Passed.

b. Tiered Plan for Library Operations During Pandemic

Member Kenyon inquired about who put together this plan. Director Stern noted that she is a member of various library related groups, and that she borrowed from some plans that others have shared. Director Stern noted that the plan was then put on a shared drive for all of the library staff to view, put in comments, questions, etc. It was then revisited during the all staff meeting on Monday.

MOTION: (Behm, Snell) to approve the Tiered Plan for Library Operations During Pandemic plan.

Passed.

c. Request to backfill 29-hour library assistant position

MOTION: (Kenyon, Browne) to approve backfilling 29-hour library assistant position. Passed.

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

a. Friends of the Library

Member Snell noted that they will be having a meeting via Zoom on the 14<sup>th</sup>.

b. Finance

Director Stern noted that no meeting is needed this month.

c. Personnel

Member Browne and Cormaney noted they have not done anything during the last month.

d. Library Art

None

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

Motion to adjourn (Snell, Kenyon). Passed. Meeting adjourned at 5:02.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem