

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
June 3, 2020 4:00 PM
Cedar Falls Public Library
Online via Zoom

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

- I. President Mike Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Cormaney, Browne) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval
MOTION: (Cormaney, Snell) to approve the minutes as presented. Passed.

IV. Communication from Officers: Action appropriate to the communications
None

V. Bills: Corrections/additions/deletions/approval

President Sulentic noted that the amount for the utilities seemed a little lower in this set of bills as he believed it was usually around \$4,000 to \$5,000. Director Stern noted that she would defer to Assistant Daniels about the amount. President Sulentic mentioned that he wondered if it was in part due to the current weather as there isn't a need to use heating or cooling systems as much. Assistant Daniels noted that that played a role, and that since most staff were out of the building he was not turning on a majority of the lights due to not needing them on. Member Blair-Broeker noted that it looked like the mask expense was up. Member Browne noted that it was good to see these items coming in. Director Stern noted that they are trickling in. President Sulentic inquired if the City of Cedar Falls had a pipeline to secure these types of items. Director Stern noted that they are having the same issues getting supplies when walking around with Matt Buck. She noted that he even had to get some sanitizer from Prison Industries.

MOTION: (Browne, Blair-Broeker) to approve the May bills. Passed.

a. General Fund, Levy Fund, Grant Funds

None

b. Financial Reports (General, Levy, Grants, Foundation Funds)

None

VI. Usage Report

President Sulentic noted that obviously this report has been affected, and can't say less patrons coming in as no patrons were coming in due to the building being closed. Member Browne noted that zero patrons and zero hours is a bit of a shift. Member Blair-Broeker inquired if we could add an asterisk. Member Browne noted that there are a couple of asterisks on this report. Director Stern noted that the good part of this is that other libraries are in the same position. President Sulentic noted that that will be helpful on the State of Iowa report. Director Stern noted that the online storytimes have been getting more views than the ones in person, so it is something that we will be keeping in mind and might do more online in the future. Member Cormaney noted that this is a good idea as some families might not have the time to come, or have reliable transportation, etc. Member Browne noted that the attendance numbers look great. Director Stern noted that she had checked and they do count on the State of Iowa report. Member Browne noted that when comparing this month to the same month next year it might be a good idea to have an asterisk as a reminder about the difference.

VII. Director's Report

a. Update of current library operations

Director Stern noted that curbside service started on May 20th, and staff pulled 1,100 holds on Monday that week when they were first back in the building. Holds for the second day was about 800, and has dwindled down to about 300. However, according to Librarian Stuenkel this is still a lot as a normal day is around 70. Director Stern noted that this makes sense though as

patrons cannot come in and get these items themselves. She noted that the reference department is offering printing service for patrons to pick up tax forms, job applications, etc. Director Stern noted that if using the curbside service there is a cooler by the awning that has some tax forms from the IRS for patrons. Member Cormaney noted that she has used the curbside service and it has worked great. Director Stern noted that while we were closed we have learned from stores about what is working and has been using some of the same techniques.

b. Staffing update

Director Stern noted that there are health screenings in the mornings for employees. She noted that as part of the screenings each employee has their temperature taken, and they answer a few questions regarding if they have a cough, sore throat, etc. Director Stern noted that if an employee has a temperature of 100.4° or higher, they must go home immediately. She noted that they must also isolate for at least seven days, and can only come back to work when they have been without a temperature for at least three days without the aid of medications. Director Stern noted that this system was adhered to in a couple of cases with one employee choosing to get tested before coming back as a precaution. She noted that no employees have tested positive, and that precautions are being taken. Director Stern noted that employees are wearing masks when in the building, disinfecting surfaces, etc. She noted that as part of this some headsets have been ordered for employees that use shared phones. Director Stern noted that Kristi Anhalt passed her physical and would be starting work on Friday as part of the reference department. She noted that the part-time assistant position for the reference department is still live, but it closes on Monday. Director Stern noted that due to this someone will hopefully be hired by the end of the month.

c. Strategic Plan update

Director Stern noted that the staff team have met, and have created a draft of the first twelve month plan that they are currently reviewing and revising. She noted that a subgroup of the team that includes the selectors will meet on Tuesday next week to discuss the collections. Director Stern noted that this discussion will be merged with the rest of the plan, and then everyone in the group will be reviewing.

d. Sturgis Falls hours

Director Stern noted that since Sturgis Falls has been canceled for the days it was originally scheduled, she wanted to check with the Board about if the special hours for that Saturday should be canceled or not. Director Stern noted that normally the building is closed in the morning due to the parade, but would normally be open 9 AM to 5 PM on a Saturday.

e. Budget FY21

Director Stern noted that the packet includes the allocations for the FY21 budget. She noted that it includes a new 29-hour librarian position that would be allocated based upon the results of the strategic plan. Director Stern noted that the staff is still discussing this, but since marketing and tween services have emerged as top priorities, that the position will probably involve some marketing along with working with tweens and young adults. She noted that the budget also includes an increase in the budget for technology, specifically hardware that needs replaced periodically.

f. Misc.

Director Stern noted that she had a vacation planned in May, but canceled the trip and vacation days. She noted that due to this she is planning on taking off June 12th to the 19th as long as nothing important comes up.

VIII. Reports from Department Heads

a. Public Services Librarian

President Sulentic inquired if Librarian Stuenkel was present. Director Stern noted that she was not, but if she had been she probably would have discussed the specifics regarding curbside that was noted during the Director's Report section.

b. Youth Librarian

Librarian Hosford noted that she is continuing to beef up the youth department's digital collection. She noted that there have been a lot of holds being pulled, but she believes that there is still a lot of activity with the digital collection. Librarian Hosford noted that Summer Reading starts next week with her mentioning Beanstack previously. She noted that most of the performers have solidified with her that they are doing a virtual program, they just have to let her know which platform it will be happening on. Librarian Hosford noted that a lot of the programming that would have happened in the building has been adapted to a virtual space. She noted that when planning for some programs in the coming months a consideration about what could easily be turned into a virtual program has been considered. Librarian Hosford noted that storytime is starting again next week. She noted that the numbers are still good with 71 on Monday, 82 on Tuesday, and somewhere around those numbers for today. Librarian Hosford noted that since they go away due to copyrights, she is thinking of some videos that can be posted to the YouTube channel that would involve public domain items.

c. Technology Librarian

Librarian Gitchell Thompson noted that there are about 10 headsets up and running in the circ department, and the rest arriving next week. She noted that the process for a new firewall is being started officially. Librarian Gitchell Thompson noted that a new microfilm reader is being looked at as well as the current one does not allow anything to be done to the images, and the one being looked at allows for digitizing them. She noted that she helped with a Biblioboard webinar, and an employee in the reference department is going to use Biblioboard to curate a collection about COVID. Librarian Gitchell Thompson noted that she has been able to get some webcams for staff that need them. She also noted that she is revamping the newsletter since patrons cannot come in and pick up a paper copy. Librarian Gitchell Thompson noted that people are using the public WiFi, and they let us know when it stopped working due to a cable it was hooked up to no longer functioning. She noted that she has replaced the cable so it is working again.

IX. Referred for Board Action:

a. Cancelling special Saturday hours due to Sturgis Falls cancellation

President Sulentic inquired about Director Stern noting about potentially going back to the normal 9 AM to 5 PM. Director Stern noted that this was correct. Director Rodenbeck noted that

she will be attending a Sturgis Falls meeting tonight with a potential condensed version happening in August. She noted that it would probably not have an effect on the library's schedule if it happens as there would not be a parade.

MOTION: (Chadwick, Kenyon) to approve cancelling the special Saturday hours due to Sturgis Falls cancellation. Passed.

b. Library budget appropriations for FY21

President Sulentic inquired if the budget presented included the extra 29-hour position. Director Stern noted that it did include the position starting on July 1st, but a person hasn't been hired yet so it won't be exactly July 1st.

MOTION: (Cormaney, Blair-Broeker) to approve the library budget appropriations for FY21. Passed.

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

a. Friends of the Library

Member Snell noted that she did not make it to the last meeting due to computer issues. She noted that she knows that the Book Nook has been getting discussed lately. Member Snell noted that the three ladies that usually run it noted that due to the limits of capacity they are thinking about coming in on Tuesdays and Thursdays when it is not open to do their behind the scenes work. Member Snell noted that there are also four new members that were just elected.

b. Finance

President Sulentic noted that nothing was done this past month. Director Stern noted that a meeting is not needed this month, but one might be needed in July. She noted that since the strategic plan is almost completed, that a marketing and branding RFP could be created again.

c. Personnel

None

d. Library Art

None

XI. Unfinished business

None

XII. New business

Member Snell inquired about the process of being approved for serving another term on the Board. Director Stern noted that the information was given to Mayor Green, and from his reaction she believes that he approved. Director Stern noted that she has not seen it on an agenda yet, but assumes it will be on one soon.

XIII. Adjournment

Motion to adjourn (Snell, Browne). Passed. Meeting adjourned at 4:30.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem