

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
July 1, 2020 4:00 PM  
Cedar Falls Public Library  
Online via Zoom

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

- I. Vice President Molly Cormaney called the meeting to order at 4:03.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Behm, Blair-Broeker) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval  
MOTION: (Browne, Kenyon) to approve the minutes as presented. Passed.

- IV. Board Training update  
Director Stern noted that this section is regarding if anyone has completed any trainings that would count towards their training requirement each year. Member Browne noted that she might have, but would have to double check her calendar. Director Stern noted that Member Browne could e-mail the information to her later. Vice President Cormaney inquired regarding what specifics regarding the trainings is needed for reporting. Director Stern noted that the title of the training and date/time, duration works for the report.
- V. Communication from Officers: Action appropriate to the communications  
None
- VI. Bills: Corrections/additions/deletions/approval  
MOTION: (Behm, Blair-Broeker) to approve the June bills. Passed.  
a. General Fund, Levy Fund, Grant Funds  
Vice President Cormaney inquired about how long it takes for the fiscal year to be officially closed out. Director Stern noted that it closes in August, but she was not sure what the last day for running bills would be. Assistant Daniels noted that in the e-mail he received about the end of the fiscal year, he believed the last day for running daily checks was August 16<sup>th</sup> (Note: It is actually August 12<sup>th</sup>).  
b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None
- VII. Usage Report  
Member Browne mentioned that it is lower, but it is 5,800 individual items that the staff had carried out for curbside pickup. Vice President Cormaney joked that she thought she had about a quarter of those. Vice President Cormaney noted that the staff are doing a great job with curbside service. She also noted that she is spoiled now as she is not sure if she will want to walk into the library and carry the books out. Director Stern noted that since COVID might be around for a while, the curbside option will probably be around for some time. Vice President Cormaney mentioned potentially getting the staff a dog sled for the winter months of curbside service, and could do some deliveries to homes. Member Chadwick inquired about what the lead time was for picking up items. Director Stern noted that that would be a question for Librarian Stuenkel in terms of how fast the slots fill up. Librarian Stuenkel noted that they usually fill up about two days in advance. She also noted that with starting to take appointments for people to come into the building it might have an effect on how far out they fill up. Member Blair-Broeker inquired if patrons are pretty good at keeping their appointments. Librarian Stuenkel noted that she believes it is about 5 to 10% that don't show up. Vice President Cormaney inquired about how long a person with a building appointment can browse. Director Stern noted that the maximum time is one hour, and that she will share the process during the next section of the agenda. Member Browne noted that it looks like programming is still going well, and that she is sure that more about this will be noted by Librarian Hosford.

## VIII. Director's Report

### a. Update of current library operations and next phase

Director Stern noted that appointments will start to be taken tomorrow for people to be able to enter the building in order to browse, use the computers, etc. on Monday. She noted that it was a time consuming process to work out all the details on how to do this and still keep everyone safe, otherwise this could have started sooner. Director Stern noted that the plan currently is to have four appointment blocks of one hour each from 9:30 to 10:30 AM, 11 AM to Noon, 2 to 3 PM, and 3:30 to 4:30 PM. She noted that people will call as they have been doing for curbside service, which will also continue, and staff have a list of questions to ask patrons to make sure everyone that is coming with a patron is registered as well. Director Stern noted that the appointments are limited to 30 patrons at a time, but can always increase the number of patrons per appointment block if needed. She noted that it is easier to give people more than you had originally than to give them something and then take it away. Director Stern noted that everyone coming into the building must wear a mask or tight fitting face covering over their nose and mouth which is required in all city buildings currently. She noted it is known that some cannot wear masks, so it will be suggested to them to keep using the curbside service. Director Stern noted that an employee will be stationed at the door starting Monday to let patrons in for their appointment and to remind them about wearing a mask. She noted that there is signage around the building regarding masks and social distancing, as well as hand sanitizer and disinfecting wipes around the building. Director Stern noted that a cleaning will happen around the building from Noon to 2 each the building is open, as well as various items have been removed like some furniture, toys, games, puzzles, puppets, etc. She noted that there are designated carts and tables for patrons to put items on that they have touched but do not want can be quarantined for three days before reshelving. Director Stern noted that the bottle filler portion available with a couple of the water fountains are available with the rest of the fountains turned off, and patrons are not allowed to bring in food or drink since this would result in them taking off their mask with an exception if they need to take medicine She also noted that there are disclaimers regarding how current expectations can change based upon what the conditions warrant.

Director Stern noted she wanted to make sure that the Board understands that curbside takes longer than business as usual with people from all departments, including her, are helping with this service and soon door duty as well. She knows that patrons want things to be back to normal based upon some of the communications with them, but we are going to do what we can as curbside can be a draining process. Director Stern noted that we will see how things go next week. Vice President Cormaney inquired if there was anything that they could do to show a vote of confidence in what the library is doing. Director Stern noted that anything someone wants to do as a community member, as an advocate for the library, please feel free to do that as you want to do so when you interact with people in the community. Member Blair-Broeker noted that he feels that the library staff should be receiving praise for what they are doing. Director Stern noted that she did talk to the acting Police Chief in case someone comes in and

does not want to wear a mask, or takes it off and refuses to put it back on, that we can ask them to leave. She noted that there is a script that the staff has received to follow due to a lengthy conversation with the City Attorney. Director Stern noted that if they do not put their mask on when asked, or leave if asked, then the police will be called to remove them. She noted that she had contacted the acting Police Chief that passed the library's information on to the person that supervises each shift so they know, and we have backup in place even though it will hopefully not come to that.

Member Browne inquired about how the appointments are being made. Director Stern noted that patrons can call, leave a voicemail, e-mail, ask-a-librarian, etc. Member Chadwick inquired about if the appointments are going to be evaluated after the first week to see if they are going to be continued, reduced, expanded, etc. Director Stern noted that the tentative plan is to try this through the end of July, and towards the end of July it will be evaluated based upon how it is going and the conditions at the time. Member Browne noted it will be interesting to see if all of the appointment slots will be filled up on Monday and then seeing if it stays that way or if people don't need to come back for a few weeks due to checking out a large number of items. She noted it will be interesting to see a few weeks of data. Director Stern noted that she is not sure what to expect as when the Cedar Falls Rec Center reopened she expected to see the parking lot full, but that hasn't been the case so far. She noted that she believes it is due to most people still being cautious when it comes to going out to places. Director Stern noted that there had been a question regarding having more evening and weekend hours. She noted that due to there being a greater need for employees for curbside service it requires more employees in the building at around the same time, and thus it makes it harder to spread them out as was the case in the past. Director Stern noted that for now the schedule will be Monday to Friday with the building being closed at 6 PM. She noted that additionally any staff members that show symptoms have to isolate for 10 days, and anyone that is in close contact with someone in close contact with someone who has tested positive needing to isolate for two weeks. Director Stern noted that it would just take a couple of staff members needing to isolate at the same time to cripple the ability to perform all of our work. Member Blair-Broeker noted about the Cedar Falls Rec Center being closed due to an employee testing positive, and Vice President Cormaney noting that the same was true of the Aquatic Center. Director Stern noted that so far any employees that have been tested have had their test come back negative, but the chances are that eventually an employee will test positive which would result in having to be closed for some time. Member Chadwick inquired that since curbside appears to be a long-term activity that is a labor intensive process, is there anything being looked at for speeding up the process and easing the burden on staff time. Director Stern noted that during July the number of curbside appointments will be monitored as the assumption is that as more patrons come into the building that there might be a reduction in curbside appointments. Librarian Stuenkel noted that about 400 to 600 holds are being picked each day for patrons, which will hopefully be reduced with being open for appointments. Director Stern noted that if City buildings have to be closed to the public, but employees are allowed to work, then no-contact curbside could continue.

b. Staffing update

Director Stern noted that the applications for the reference librarian assistant position have arrived. No hiring has been completed yet though.

c. Misc.

Director Stern noted that the HyVee My Heart bag sale is still happening even though shoppers can't use them currently in the store. She noted that it is being promoted on the site, social media, etc. Director Stern noted that she talked with a HyVee rep who noted that another month would be offered to any organization whose month fell during COVID once the crisis is over. She noted that she talked with a newspaper reporter in regards to the next phase of the reopening of the library that will be in the paper on Sunday.

IX. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that in addition to pulling items holds and curbside service, there has been some virtual programming. She noted that on June 11<sup>th</sup> there was a webinar regarding racial inequality with Reverend Abraham L. Funchess Jr. Librarian Stuenkel noted that there were over 100 patrons interested, and 44 attended. Librarian Stuenkel noted that on Wednesday nights there have been virtual Bring-Your-Own-Book discussions on Facebook. She also noted that author Grady Hendricks had been here two years ago for LitCon, and he will be doing a discussion on the Southern Book Club's Guide to Slaying Vampires on July 12<sup>th</sup> at 2 PM. Librarian Stuenkel, and a blood drive on July 23<sup>rd</sup> at the Community Center.

b. Youth Librarian

Librarian Hosford noted that she was going to add on to what Librarian Stuenkel noted as she has the stats for the Adult Summer Reading program. She noted that there are currently 202 adults signed up for the program. Librarian Stuenkel noted that the number is amazing, and Librarian Hosford noted it is a big leap from the previous year. Vice President Cormaney inquired about what the number usually is. Librarian Stuenkel noted that it might be about 40 on average. Librarian Hosford noted that the numbers for children are not as amazing when compared to last year, but she was not expecting big numbers. She noted that there are still 446 children who have signed up, and cumulatively they have read over 100,000 minutes. Additionally it was noted that 62 teens have signed up which is comparable to the previous year. Librarian Hosford noted that some have received three of their free books, so she has added a fourth free book since there is a large number of books that could be handed out. She also noted that as Director Stern noted that things are time consuming as the youth department is still doing programming as well. Librarian Hosford noted that currently they are doing grab-n-go bags that are being placed at curbside and being conducted on the honor system where people can pick up the amount of them that are needed. She noted that it has been relatively popular, and so have the Facebook live storytimes. Librarian Hosford noted that nursery rhymes are being put on the windows to create a kind of storywalk for patrons. She noted that there is also a performer that is a magician who will be doing a Zoom meeting this month. Librarian Hosford noted that the usual programs that have gone virtual have done well when compared to last year, but the virtual performers are not stacking up compared to when the performers are

actually here. She noted that a puppet performer that did a performance last month would usually bring around 70 to 100 patrons if performing in the building, but only had about 10 people view his video. Librarian Hosford notes that this has helped though to determine that if in a position like this next year there is a better understanding of what patrons are looking for.

c. Technology Librarian

Librarian Gitchell Thompson noted that the racial inequality webinar was recorded and put on the library's YouTube channel which has garnered 72 additional views so far. She noted that every employee that needed a headset now has one, and they have been working well. Librarian Gitchell Thompson noted that the new microfilm reader has arrived and will hopefully be set up in the next few weeks so staff can do some training on it for when patrons can start using it. She noted that the new firewall has also arrived, so the next step will be to get it configured and installed which will hopefully speed up things on the Internet. Librarian Gitchell Thompson noted that the new catalog stations have arrived with her working to get them out today and tomorrow so hopefully all of the new stations will be up and running by Monday. She noted that they have a smaller footprint and can run on WiFi which allows for them to be spread out which helps with social distancing. Librarian Gitchell Thompson noted that the 12 adult lab computers have been spread out as well, but only eight are still available for use due to limitations on where ports, electric, etc. are available. She noted that if these are constantly filled then the ones in the youth department could potentially be opened up for use. Librarian Gitchell Thompson noted that she has been working on catching up on projects due to being off last year and COVID. She noted that the statistics that are presented in the packets are being updated to be more accurate with WiFi being an example as the packet shows 54, but the actual number is more like 623.

X. Referred for Board Action  
None

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

a. Friends of the Library

Director Stern noted that Member Snell is not here, but they have been working on their reopening plan. She noted that their income this fiscal year will be less than last year, but they had approximately a \$30,000 surplus. Director Stern noted that usually this is used for the library's wishlist of items, but she asked them to deposit the money into the Cedar Falls Community Foundation to be drawn from as needed. Librarian Gitchell Thompson noted that she has been working with them to get PayPal and a credit card reader set up inside of the Book Nook. She noted that this will hopefully lead to additional sales once they are able to accept credit cards.

b. Finance: No July meeting needed

Director Stern noted that there was no meeting last month, and a meeting isn't needed this month.

c. Personnel

Vice President Cormaney noted that nothing happened with this committee in the last month.

d. Library Art

Member Behm noted the same was true for this committee.

XII. Unfinished business  
None

XIII. New business  
None

XIV. Adjournment  
Motion to adjourn (Behm, Browne). Passed. Meeting adjourned at 4:42.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem