

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
August 5, 2020 4:00 PM
Cedar Falls Public Library
Online via Zoom

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

- I. President Sulentic called the meeting to order at 4:04.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Snell, Blair-Broeker) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval
MOTION: (Blair-Broeker, Kenyon) to approve the minutes as presented. Passed.
- IV. Board Training update

Director Stern inquired if anyone had completed any training that would count towards their annual training requirements. Member Snell inquired about the information contained in the eye-opener that was sent out. She noted that there were some webinars that were listed, and inquired if those were something they could use toward their hours. Director Stern noted that they could and inquired if Member Snell had created an account for the CE site yet. Member Snell noted that she did not believe she had yet. Director Stern noted that she would send out some information regarding how to create an account. Member Blair-Broeker asked if the information could be sent to him as well. Director Stern noted that when she sends out the information she will send it out to everyone.

V. Communication from Officers: Action appropriate to the communications

President Sulentic inquired about if there was anything for this section. Director Stern noted that there was a resignation letter in the packet from Member Worthington. It was then asked if the process to find a new member had been started. Director Stern noted that it has, and that the process for appointing someone has been revised. She noted that there were five applicants to be a member, and a questionnaire was sent to anyone that had applied but had not filled out a questionnaire as of yet. Director Stern noted that the deadline for the return of these is August 7th. She noted that Mayor Pro Tem Frank Darrah, President Sulentic, and herself will be looking through the applications to select the five most qualified candidates that are passed along to the next step in the process. The committee will follow the Mayor's new process for appointments to boards and commissions.

VI. Bills: Corrections/additions/deletions/approval

Assistant Daniels noted that there was an invoice that was received too late to be part of the report, and that it was from Mobius. President Sulentic inquired if it was the invoice that was for \$6,951.03. Director Stern noted that it was, and that this is a one-time per year invoice from the library's courier service. Member Browne mentioned seeing Sheryl McGovern listed on the invoice, and she assumed it was due to old information on the invoice rather than her providing funds for the service. Member Blair-Broeker noted that when he saw it note "Courier" that he questioned if this was a bill from the Waterloo Courier.

MOTION: (Snell, Cormaney) to approve the July bills. Passed.

a. General Fund, Levy Fund, Grant Funds

President Sulentic noted seeing that carpeting was listed for being purchased in 2021. Director Stern noted that this was correct as it is scheduled to be installed during the winter. President Sulentic inquired about it being the only one he saw listed as an upcoming item. Director Stern noted that all of the different requests have been approved for the year. She noted that she will need to rename some of them due to many being postponed due to COVID. Director Stern noted one example being Assistant Meier's raised garden bed project. She noted that the garden beds might still be installed this year, but planting would not occur until next year.

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

President Sulentic inquired from Assistant Daniels if the information for June is essentially wrapped up. Assistant Daniels noted that for the most part everything is accurate with the

account balances, but there might be a few p-card items that are not in the balances at the moment. He noted that this is preliminary as the final items for FY20 are not due until August 12th, and shortly after that, the final version of the June balances will be ready which will allow the reports to be run. Assistant Daniels noted that the July balances are then available shortly after that.

VII. Usage Report

President Sulentic noted that this report looks different from before, but at least the trajectory is up as June is more than May. He also noted that it will be interesting to see items like patron count for July. Director Stern noted that Assistant Daniels included the July patron count as part of the packet with the curbside and building appointment numbers separated out. There were inquiries regarding how many appointments there are per hour for curbside and building appointments. Director Stern noted that with curbside the appointments are set up for every 15 minutes, but multiple patrons per block. She noted that for the building appointments there can be up to 30 people per hour for each of the blocks. President Sulentic inquired how long the holds are set aside for patrons to claim. Director Stern noted that she believed it was at least three days, but asked Librarian Gitchell Thompson if that was correct. Librarian Gitchell Thompson noted that she thought it was a week, but thought it was at least five days. Assistant Daniels noted that he thought Librarian Stuenkel noted they kept them set aside for a week in the last meeting. President Sulentic then inquired if the checkout time for materials started when they were set aside, or when they were officially checked out. Director Stern noted that it starts when they are officially checked out. She noted that with curbside holds they are checked out the day they are due to be picked up. Director Stern noted that she thought that if a patron picked the items up later that the due date would be adjusted accordingly. Member Snell inquired if using the computers upstairs was part of the building appointments. Director Stern noted that they were part of these appointments.

VIII. Director's Report

a. Update of current library operations and next phase

Director Stern noted that curbside and appointments will continue while the risk color is orange based upon the Harvard Global Health Institute's model. She noted that Mayor Green created a plan for Cedar Falls, but is unsure if the plan has been published beyond sending it to employees. Director Stern noted that she created one for the library, and then shared her screen to show the information on the plan based upon the phased plan that has been shown in previous meetings. She noted that when the situation warrants being in the yellow 1 to 9.9 category that procedures will be changed accordingly. Director Stern noted that when Mayor Green's plan is published she is unsure if the plan of the library, Hearst Center for the Arts, etc. plans will be shared along with it. Director Stern noted that the current system of curbside and building appointments is currently being tweaked as the circulation department has been inundated with calls. She noted that one patron just showed up to see what was going on since she had not been able to get a call through to schedule an appointment. Director Stern noted that as part of the changes to the plan that building appointments would be going away with the

SafeSpace app being used to count how many patrons are in the building. She noted that this app was the same one that the Cedar Falls Aquatic center ordered for use starting on September 15th. Director Stern noted that the number of patrons at a time in the building would be increased to 40, but could be changed if it seems too crowded to have proper social distancing. She noted that there would be some changes to the length of the open time to blocks of two hours, and that when they would occur would be changing as well with a potential evening block of time being offered.

b. Staffing update

Director Stern noted that Intern Duncan is currently working in the circulation department, but will be moving to the reference department on August 10th. She noted that Intern Wheeler has also resigned from the circulation department. Director Stern noted that this will leave one intern in the circulation department, but they will be leaving once they find full-time employment since they have graduated. She noted that for retention purposes that she would like to hire a library assistant for the circulation department to replace the two interns that have left the department, and the one that will be leaving. Director Stern noted that the position would work 21 hours per week while the one intern is still employed, and would increase to 29 hours per week once the last intern has left the department. Member Blair-Broeker inquired if there is a cost differential between having three interns versus the one library assistant. Director Stern noted that the three interns cost the same as the one library assistant.

c. Revision of Library Assistant job class

Director Stern noted that the proposed change to the job class was that library experience be “preferred” as opposed to “required” since this could be an entry-level job. She noted that this would also increase the amount of applicants for the position as with the last position that was filled had a large number of candidates weeded out due to having no experience.

d. Twelve-month action plan

Director Stern noted that the plan is presented for approval. She noted that a group of staff members on the retreat team worked on what they thought could be reasonably accomplished during the next 12 months due to the current situation. Director Stern noted that the same process will be done each year with it being completed sooner than July to represent the next 12 months.

e. Miscellaneous

None

IX. Reports from Department Heads

President Sulentic inquired if Librarian Stuenkel was attending the meeting. Director Stern noted that Librarian Stuenkel and Hosford were off on vacation this week. President Sulentic inquired if they had given Director Stern information to present. She noted that they had.

a. Public Services Librarian

Director Stern noted that the first note from Librarian Stuenkel is that patrons have been better at picking up their holds. She noted also that the library has partnered with the Hoover Presidential Library Foundation to host monthly online programs. Director Stern noted that “An Evening with the Presidents” will happen this month that will feature rare and interesting

memorabilia pertaining to each President. Some of the topics will include Women's suffrage and Laura Ingalls Wilder. Director Stern noted that on September 14th there will be a virtual Social Nonsense program with Doug Shaw.

b. Youth Librarian

Director Stern noted that the first note from Librarian Hosford is that the Summer Library Program is very different this year, and with it being mostly online there was anticipation that not as many kids would be signing up or attendees of the programs. She noted that there were 471 children between the ages of 0 and 12 that signed up for this year's program. Director Stern noted that 475 books had been given out as prizes, and over 185,000 minutes of reading time was registered. Director Stern noted that there were three days left in the program when Librarian Hosford provided the information, so the numbers will probably be adjusted up slightly. She also noted that Librarian Hosford noted that the ongoing programs have held a steady audience with this holding true in July. In addition to the virtual programming, a live magic performance by Mikayla Oz was held via Zoom. Director Stern noted that Librarian Hosford noted that the youth department would be having a meeting soon to discuss fall programming. She noted that Librarian Hosford mentioned that they have a better idea of what works and does not for virtual programming so they can improve their offerings. Director Stern noted that Librarian Hosford also reached out to the schools to see what can be done to better assist with their needs.

c. Technology Librarian

Librarian Gitchell Thompson noted that part of the action plan was to purchase more hotspots. She noted that she recently received 11 more, and that only about 10 or 11 can be purchased each year. Librarian Gitchell Thompson noted that this brings the total up to around 30 that can be circulated in the community, and this should help with the holds list for these items. She noted that the planned firewall installation at City Hall went perfectly. Librarian Gitchell Thompson noted that she has put out the new catalog stations as well prior to opening the building back up to patrons. She noted that the SafeSpace counter will also be available on the website and Facebook so patrons can see the availability of the library before leaving their homes. Librarian Gitchell Thompson noted that she will be replacing the computers in the youth department soon as well as this is a good time to replace them since only four are being used at this time. She noted that the coin tower purchased in 2006 for the printing station has died, so the reference desk is releasing print jobs for patrons while awaiting a new one. Librarian Gitchell Thompson noted that a Meevo camera and some tablets have been purchased via the Friends of the Library Literacy Committee. She noted that these will be helpful to download some apps that will help with outreach and programming.

X. Referred for Board Action

a. Hiring a library assistant in the circulation department in place of two interns

President Sulentic inquired if this was for 20 hours per week. Director Stern noted that it would start off as 21 hours per week, but once Intern Kruger leaves her position it would become 29 hours per week.

MOTION: (Kenyon, Browne) to approve hiring a library assistant in the circulation department in place of two interns. Passed.

b. Revision of Library Assistant job class

President Sulentic inquired if it was just the library experience portion that was changed.

Director Stern noted that it was the only portion changed. Member Browne noted that the change makes sense.

MOTION: (Browne, Cormaney) to approve the revision of the Library Assistant job class. Passed.

c. Strategic Plan—12-month action plan

President Sulentic inquired if this was done in coordination with the staff to see what can be done in the next 12 months. Director Stern noted that it was. Member Blair-Broeker inquired if it was an easy process, or if there was a lot of dissension. Director Stern noted that it was a pretty easy process. Librarian Gitchell Thompson noted that she thought the process went pretty easily as well. It was noted that most of the items were ones that needed to be done sooner than later, so everyone was on the same page.

MOTION: (Snell, Browne) to approve the Strategic Plan—12-month action plan. Passed.

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

a. Friends of the Library

Member Snell noted that they are concerned about the Book Nook since the sales are way down. She noted that patrons have been good at donating items. Member Snell noted that there would not be a meeting this month since everyone is on a committee and knows what is going on currently.

b. Finance: No August meeting needed

Director Stern noted that the committee does not need to meet this month.

c. Personnel

Member Browne noted that this committee didn't meet.

d. Library Art

Member Behm noted that no projects are currently happening with this committee.

XII. Unfinished business

None

XIII. New business

Member Snell noted that she saw on Facebook that there were a large number of items that have not been returned yet and inquired as to the reason. Director Stern noted that it is probably a combination of factors, with one potentially being people wanting to stay home due to COVID and there being no fine involved with keeping the items. She noted that she has not checked with the circulation department if items have been flooding in since the post was made. Member Browne noted that with having some items for three months it has seemed strange having a couple of different libraries start to send out notices regarding items being due. Director Stern noted that one thing that often gets patrons with overdue items to contact the library is when they are blocked from Hoopla. Member Blair-Broeker inquired if patrons are sent

an e-mail or text message. Director Stern noted that notices are sent via e-mail, but she wishes that they could be sent via text. Member Snell inquired how long a patrons can have something overdue before it is considered lost. Director Stern noted that she was unsure and inquired if Librarian Gitchell Thompson knew. Librarian Gitchell Thompson noted that she thought it was nine weeks on top of two renewals. Director Stern noted that going back to Member Blair-Broecker's question that some patrons receive paper notices as only those that provide e-mail addresses receive e-mails.

XIV. Adjournment

Motion to adjourn (Snell, Kenyon). Passed. Meeting adjourned at 4:38.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem