

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
January 6, 2021 4:00 PM
Cedar Falls Public Library
Online via Zoom

You are invited to a Zoom webinar.
When: Jan 6, 2021 04:00 PM Central Time (US and Canada)
Jan 6, 2021 04:00 PM

Topic: CFPL Board of Trustees Meeting

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

- I. Vice President Cormaney called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval

MOTION: (Behm, Blair-Broeker) to approve the agenda as presented. Passed.

III. Minutes: Correction and approval

Vice President Cormaney thanked Secretary Snell for running the meeting the previous month.

MOTION: (Blair-Broeker, Kenyon) to approve the minutes as presented. Passed.

IV. Board Training update

Director Stern inquired if anyone had done anything during the previous month. Secretary Snell mentioned she thought that there is a training coming up on January 21st that will last most of the day, and she thought that the Monday Morning Eye-Opener was interesting. She noted that she believed it was about COVID and libraries. Member Behm noted that she had completed that one as well. Director Stern noted that she had made a note that on January 28th as part of the Boardroom 2021 series that they will be debuting the new Trustees Handbook. She noted that she reached out to the State Library of Iowa in regards to if they would be posting a PDF as they have done previously, and learned that they will only be available electronically. Director Stern noted that as soon as she has the link she will then pass it along to everyone. Member Behm inquired if there would be any significant differences. Director Stern noted she had not seen it, but will be attending the January 28th session to learn more about it. She noted that it is from 6 to 7:30 PM that night.

V. Communication from Officers: Action appropriate to the communications

None

VI. Bills: Corrections/additions/deletions/approval

Vice President Cormaney noted that everything looked pretty routine to her. Secretary Snell noted that there were knitting needles, nose strips, etc. listed, and wondered if those items were being included in the packets for patrons to pick up. Director Stern noted that the nose strips were purchased for staff to use with their masks to ensure a properly fitting mask.

Secretary Snell then inquired about the knitting needles. Librarian Stuenkel noted that she believed they were purchased for book repairs. Librarian Gitchell Thompson noted that there have been conversations about adding knitting needles to the Library of Things to circulate.

Secretary Snell noted that it was a good idea since the Co-Lab is currently closed, but there are videos available online for patrons to use to learn. Director Stern noted that Creativebug is the service mentioned, and she had watched some interesting videos using this service.

MOTION: (Snell, Behm) to approve the December bills. Passed.

a. General Fund, Levy Fund, Grant Funds

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

Director Stern noted that she submitted the end of year grant reports to the Cedar Falls

Community Foundation via their online portal for the first time this year. She noted that the few grants that were not able to be completed in 2020 due to COVID will continue into 2021.

VII. Usage Report

Vice President Cormaney noted that it looks like curbside pickup has held steady. She noted that when using the service, it seems to be going very smoothly and is nice not having to make an appointment yet she is able to receive her materials quickly after arriving. Director Stern noted that the staff works hard to make it a smooth process. Vice President Cormaney inquired if Director Stern had inquired with other libraries regarding their numbers in regards to this service. Director Stern noted that from what she is hearing from other libraries of a similar size that our numbers are above average. She noted that she will know for sure when the results of the annual survey come out sometime early this year.

VIII. Director's Report

a. Staffing update—Youth library assistant resignation

Director Stern noted that Assistant Larson from the youth department turned in his resignation with his last day being January 8th. She noted that HR has an ad ready to go as long as all of the necessary approvals happen, with this issue as part of the Referred for Board Action section to vote on approving the backfilling of this position.

b. Conflict of Interest forms

Director Stern noted that this form was sent out with the packet, and was hoping that when everyone has time that they could fill it out and sign the form. She noted that they can be sent back to her or directly to City Hall. Director Stern noted that if a printed copy is needed for picking up via the curbside service that can be done.

c. Grant Request: CIP Carpet Project 2021

Director Stern noted that another item under Referred for Board Action is the request for the CIP Carpet Project 2021.

d. Miscellaneous

None

IX. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted starting this week she is starting up Take a Chance on Me, which is a twist on blind date with a book. She noted that every two weeks there will be four different categories, and patrons can call or e-mail asking for a book from a certain category. Librarian Stuenkel noted that on January 19th there is an authority project happening with SirsiDynix. She noted that this means updating various items in the system which will take about 10 days to do.

b. Youth Librarian

Librarian Hosford noted that in conjunction with Librarian Stuenkel, a reading program started this month on Beanstack. She noted that otherwise there is just the basic programs happening currently due to having just one assistant to help out with the programming. Librarian Hosford noted that Assistant McNamee will be doing another art step-by-step this month, as well as the grab-n-go bags are still happening as well. She noted that the department is also gearing up for Bridge to Reading by contacting teachers, etc. Librarian Hosford noted that she has been talking to school librarians about Cedar Valley Youth Read and whether it will be in-person or virtual.

c. Technology Librarian

Librarian Gitchell Thompson noted that it was a little bit of a slow month for her. She noted that she is currently working on a backup communication system due to the Google outage making this more of a priority. Librarian Gitchell Thompson noted that the 3D printer is up and running, and jobs are accepted currently with patrons being told a caveat that some of the kinks are still being worked out so some jobs might not turn out exactly as expected. She noted that she has reworked her long-term plan due to the building being closed to patrons, and is working on the projects that are easier to do with no patrons in the building. Librarian Gitchell Thompson noted she will be doing Device Advice again this month in a virtual format in conjunction with some training regarding Zoom. She noted she is also starting some pet show and tells this month.

X. Referred for Board Action

a. Backfilling 29-hours LA position in youth

Member Kenyon inquired if there are some applicants in mind or if it is an open posting. Director Stern noted that whenever there is an opening it is advertised to the public for usually about two weeks.

MOTION: (Snell, Kenyon) to approve backfilling a 29-hours LA position in youth. Passed.

b. Grant Request: CIP Carpet Project 2021 (Building Fund)

Member Behm noted that the carpet has needed replacing for some time. Vice President Cormaney noted that she believes it is something that is needed. Director Stern noted that the current carpet is the original carpet for the building. Vice President Cormaney inquired about when the installation would happen. Director Stern noted that she is not sure due to the production rates currently at factories making carpet. She noted that she did put in the RFP that she was hoping for the project to be done by the end of May if not sooner. Director Stern noted that it will depend upon when the carpet is available, and that the carpet company can coordinate with the moving company. Vice President Cormaney inquired if all of the areas with carpet will remain carpeted, or if there will be any changes. Director Stern noted that with the exception of a few areas in the youth department that will be getting a different type of flooring due to spill issues, carpet will be installed where it is currently. Vice President Cormaney noted that it would be nice if it could happen while the building was closed. Director Stern noted that what could be done is that curbside service could be offered for that week when the carpet is being replaced.

MOTION: (Behm, Snell) to approve the CIP Carpet Project 2021 (Building Fund) request. Passed.

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

a. Friends of the Library

Secretary Snell noted that they did not meet last month, so there is nothing to report.

b. Finance: no meeting needed in January

Director Stern noted that the committee met the previous week and forwarded on the carpet request that was just voted on.

c. Personnel

Vice President Cormaney noted that they did not meet.

d. Library Art

Member Behm noted that they did not meet, but probably should soon. She noted that since the building is closed that has an effect on the viewing of the displays in the building. Member Behm noted that a meeting should be held to talk about that.

XII. Unfinished business

None

XIII. New business

None

XIV. Adjournment

Motion to adjourn (Behm, Kenyon). Passed. Meeting adjourned at 4:25.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem