

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
February 3, 2021 4:00 PM
Cedar Falls Public Library
Online via Zoom

You are invited to a Zoom webinar.
When: Feb 3, 2021 04:00 PM Central Time (US and Canada)
Feb 3, 2021 04:00 PM

Topic: CFPL Board of Trustees Meeting

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

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval

Director Stern noted that there is one item, donation of art, under the Referred for Board Action section that can be canceled. She noted that Member Behm will discuss that item when reaching that point in the agenda.

MOTION: (Behm, Kenyon) to approve the agenda as amended. Passed.

III. Minutes: Correction and approval

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

IV. Board Training update

Director Stern noted that she did receive an e-mail from a member that had completed some training, and inquired if anyone else had completed any new trainings. She then inquired of Member Snell if she had received her e-mail regarding the archive. Member Snell noted that she had attended the first one. Member Browne noted that she attended the handbook training and filled out the survey so it will be in her profile. President Sulentic inquired if there were any more trainings coming up, or if Director Stern would update everyone when there are more trainings. Director Stern noted that she would update everyone.

V. Communication from Officers: Action appropriate to the communications:

None

VI. Bills: Corrections/additions/deletions/approval

Member Snell inquired about the public relations line of the budget since the percentage was up. President Sulentic noted that the budget was \$1,000, but the amount spent was around \$1,600 making it 160% of the budgeted amount. Director Stern inquired if Assistant Daniels could remind everyone of what that line is for. Assistant Daniels noted that there are two movie licenses that are attributed to that line, with one being over \$800 and the other over \$200. Director Stern noted that this budget line will be amended during the budget amendment process. President Sulentic inquired if the items that are paid via this line are recurring items. Assistant Daniels noted that they are. Member Snell then inquired if the library is still receiving the newspapers that the library traditionally subscribes to. Director Stern noted that the library is still receiving the usual newspapers. President Sulentic inquired if the library is getting any better deals than traditional subscribers. Director Stern noted that she did not believe so.

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

a. General Fund, Levy Fund, Grant Funds

Director Stern noted that all of the open and past grants that were inherited have been submitted, and she believes that they were currently being processed for payment. President Sulentic inquired if any funds were lost due to the late submission. Director Stern noted that nothing was lost. Member Chadwick congratulated the effort.

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

None

VII. Usage Report

Member Browne noted that with the CFPL@UNI number it is evident that there was no one at UNI during the timeframe for the number presented. Director Stern noted that she was contacted about a Call the Courier question in regards to how many items are being picked up

via curbside service currently. She noted that she sent a response but does not know when the question and her answer will be printed.

VIII. Director's Report

a. Sealed bids for CIP Carpet Project 2021

Director Stern noted that the reason everyone received an amended agenda was due to the sealed bids for this project being due on Monday. She noted that if multiple bids were received for each component of the project she would have opened them during this meeting, scanned them, and then send them to everyone to review. Director Stern noted that only one bid was received for each component of the project, and that she was opening the sealed bids now. She noted that the bid for the carpet and installation came from Sherwin-Williams, and was around the amount expected. Director Stern noted that the bid for the furniture moving component came from Library Furniture International, and was around the amount expected. She noted that as part of their bid they included a price for going through the storage room to advise on what items should be kept as backups, and what items do not need to be kept. President Sulentic inquired regarding the moving process and if they would be moving the furniture room-by-room as Sherwin-Williams completed each room. Director Stern noted that she consulted with Matt Buck regarding the process, and he noted that representatives from both companies will need to meet and work out a plan for this project. Member Kenyon inquired about how many companies were sent a request for a bid, and what the process was. Director Stern noted that the City of Cedar Falls has a guide explaining what has to be done based upon the level of cost for a project. She noted that based upon the estimated cost for this project a request for proposal had to be sent out, so she sent one out to all companies in this geographic region that she knew about. Director Stern noted that Librarian Gitchell Thompson also created a page on the website in regards to this project, and the City of Cedar Falls website listed the project that linked to this page. President Sulentic inquired that after doing that only one bid was received. Director Stern noted that she had inquired with Director Rodenbeck regarding what to do if only one bid is received. She noted that receiving just one bid did not surprise her due to a conversation with a Sherwin-Williams representative as they noted that carpet manufacturers are only producing at about 40% capacity currently. Director Stern noted that she believes that companies are not putting in any bids for projects that they could not complete. Member Kenyon noted that he wanted to make sure that the process gave everyone a chance. Member Chadwick then inquired if part of the process included following up with any of the companies that did not send a bid. Director Stern inquired of Director Rodenbeck regarding what is usually done when the City of Cedar Falls puts out a request for proposal. Director Rodenbeck noted that with projects they often know who has shown interest, so if they do not receive a bid from an interested party they might contact them. She noted that they do not contact everyone that the request for proposal went to though. Director Stern noted that these two companies were the only ones that came to the building to take measurements.

b. Black Hawk County Librarians joint project

Director Stern that there are seven libraries in Black Hawk County, and they meet quarterly to discuss various issues. She noted that the next meeting is the following week, and that they will be discussing doing a project together regarding Dolly Parton's Imagination Library. Director Stern noted that this program provides each child that is registered a book each month that is age appropriate from the time they are registered until they are five years old. She noted that Dolly Parton's organization takes care of the infrastructure of the program with the organization bringing this program to their area being responsible for raising the funds. Director Stern noted

that the estimated cost for one cycle, five years, would be about \$100,000 just for Cedar Falls residents, and would be a little over \$300,000 to bring the program to all of Black Hawk County. She noted that depending upon whether this will just be something for the residents of Cedar Falls or all of Black Hawk County depends upon what the other libraries think, and their commitment to the program. Director Stern noted that today she is asking for approval to start to pursue this initiative. She noted that she has done her homework and has reached out to the organization to learn as much about the program as she can. Director Stern noted that any organization that wants to bring this program to their area needs to be a 501(c)(3) organization, so she has reached out to the Cedar Falls Community Foundation. She noted that the feedback she received is that this is the type of project that they have been looking for recently, so an e-mail was sent to their Executive Board with an invitation for Director Stern to present the project to them later this month. Director Stern noted that the Cedar Falls Community Foundation would then be listed as the affiliate with them paying the invoices, their address listed, etc. She noted that Kiwanis is interested in being involved with the project, and is hoping that since the national Rotary Club is already involved that the local chapter is willing to get involved.

c. Annual evaluations

Director Stern noted that annual evaluations are happening currently with all of the supervisors meeting with their staff throughout the month in order to turn in evaluations to Director Rodenbeck in March. She noted that they are due on March 15th since she would need an evaluation done for herself as well.

d. Art donation

Member Behm noted that a local artist offered an art piece for donation, so the Art Committee scheduled a meeting and decided to recommend that the donation be presented at this meeting. She noted the artist has decided to withdraw the piece though, but it can be seen at the end of the packet.

e. Miscellaneous: Mercy One clinic @ Community Center

Director Stern noted that at the Community Center there is not any senior programming happening currently, so there is a partnership with Mercy One to do a vaccination clinic. She noted that there is nothing the library has to do, but they did provide scripts in case any calls come to the library in regards to the clinic. Director Stern noted that during the webinar about the new handbook she found out that it actually could be downloaded, so she has sent it off to be printed and bound for each member. She noted that the current weather forecast calls for a blizzard, so if there is one then the library will be closed tomorrow with opening on Friday being based upon what has been done to clean up after the storm.

IX. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that there is a partnership between the Seed Library and Green Iowa to hold some programs over the next three Thursdays starting tomorrow. She noted that the first item is regarding water as a resource, the next will be about composting, and the one after that is regarding wildlife rehabilitation. Librarian Stuenkel noted that Assistant Meier is a part of the Local Food and Film Festival that is currently working on a series of programs using Hoopla to screen movies and discussing them on the first Monday of each month. She noted that the youth department has partnered with the Hearst Center to make activity kits for this series of programs. Librarian Stuenkel noted that there is also a conservation workshop on the 25th of this month.

b. Youth Librarian

Librarian Hosford confirmed that her department is partnering with the Hearst Center to produce kits for families. She noted that currently the big item happening is preparing for Cedar Valley Youth Reads that happens in April. Librarian Hosford noted that the Bridge to Reading books have also been arriving, so hopefully they will then get sent out in the next week or so. She noted that the grab-n-go bags have been doing really well with a new one created every two weeks for the various age groups. Librarian Hosford noted that she has started preparing for summertime by looking for some outdoor spaces due to the belief that COVID will still create a hindrance to holding programming indoors.

c. Technology Librarian

Director Stern noted that Librarian Gitchell Thompson is not in attendance, so she will provide an update at the next meeting.

X. Referred for Board Action

a. Approval to pursue joint project of Black Hawk County libraries

Member Kenyon inquired if the other libraries decide not to participate, can this still go forward as a solo project. Director Stern noted that it could still be pursued as a program for Cedar Falls residents. She noted that even if they do not participate there might be other organizations that would be willing to participate in order to help bring the program to all of Black Hawk County. Member Green inquired regarding which libraries Director Stern was attempting to pursue the program with. Director Stern noted that she is going to be discussing this with the Waterloo Public Library, Hudson Public Library, Janesville Public Library, Evansdale Public Library, La Porte City Library, and Dunkerton Public Library. President Sulentic inquired if each library would be using their own foundation for this program. Director Stern noted that if the Cedar Falls Community Foundation agrees to create a fund for this program then all of the money raised would go into the one fund. Member Blair-Broeker asked Director Stern to talk more about the fundraising in regards to the \$100,000 estimate for the program she noted earlier. Director Stern noted that the cost mentioned earlier is an estimate for five years as the cost for each book is around \$2.10 to \$2.50, and there is a chart provided by Dolly Parton's Imagination Library that gives the average cost each year based upon population size. She noted that all of the funds would have to be raised through fundraising from various sources. Member Snell noted that they have this program in Cedar Rapids, and the display they have advertising the program is amazing. Director Stern noted that there is a documentary that was released online regarding this program if any member is interested in learning more.

MOTION: (Behm, Browne) to approve pursuing joint project of Black Hawk County libraries. Passed.

b. Donation of art: Martin Luther King, Jr. portrait by Stephen Hunter

President Sulentic noted that this can be disregarded as noted earlier.

c. Approve and accept bids for CIP Carpet Project

MOTION: (Behm, Cormaney) to approve and accept bids for CIP Carpet Project. Passed.

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

a. Friends of the Library

Member Snell noted that she knows they are anxious for the library to open so the Book Nook can open as well. She noted that they have a Facebook page that they keep updated, and have been keeping the library staff in mind. Member Snell noted that they brought treats in

December, and might be doing so again soon. She noted that Collins Community Credit Union did give a nice donation, and believes that they will be interested in Dolly Parton's Imagination Library. Member Snell noted that they will be organizing a nomination committee for new members to join in April.

b. Finance: no meeting needed in February

Director Stern noted that no meeting is needed this month.

c. Personnel

President Sulentic mentioned about needing to do the annual evaluation. Member Cormaney noted that there is a meeting scheduled for the 16th of this month.

d. Library Art

Member Behm noted that the committee met and were ready to act as noted earlier. She noted that they did talk about some of the displays and what will be done with those due to the limited exposure they have received.

XII. Unfinished business

Member Snell mentioned the conflict of interest forms and who they should be given to upon completion. Director Stern noted that they can be sent to her or to City Hall, whichever is easier. Member Behm inquired about where the form is. Member Snell noted that they were part of the packet last month, but if you contact Assistant Daniels he can get you just the form.

XIII. New business

Member Kenyon inquired if there was any update regarding opening in the future. Director Stern noted that currently it is the third day of Black Hawk County being in the moderate zone, so if it is this way for the 14 continuous days that the library's COVID plan calls for then the building could be open again on the 15th of this month.

XIV. Adjournment

Motion to adjourn (Behm, Kenyon). Passed. Meeting adjourned at 4:42.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem