

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
April 7, 2021 4:00 PM  
Cedar Falls Public Library  
Online via Zoom

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You are invited to a Zoom webinar.  
When: Apr 7, 2021 04:00 PM Central Time (US and Canada)  
Apr 7, 2021 04:00 PM

Topic: CFPL Board of Trustees Meeting

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

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

MOTION: (Behm, Browne) to approve the agenda as presented. Passed.

III. Minutes: Correction and approval

MOTION: (Blair-Broecker, Behm) to approve the minutes as presented. Passed.

IV. Board Training update

Director Stern inquired if anyone had completed any trainings in the last month.

V. Communication from Officers: Action appropriate to the communications

None

VI. Bills: Corrections/additions/deletions/approval

Member Behm noted that the bills look pretty standard.

MOTION: (Behm, Browne) to approve the March bills. Passed.

a. General Fund, Levy Fund, Grant Funds

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

President Sulentic noted that the market has been good for some time. He then noted that should allow for more programming. Director Stern noted that it will be nice at some point in the future to be able to do a program without having to use Zoom.

VII. Usage Report

Member Blair-Broecker noted that it looks like the numbers are starting to creep up, especially with the count of patrons coming into the building. President Sulentic inquired if there was an event happening today since he saw a lot of vehicles in the parking lot and around the library. Director Stern noted that the vaccination clinic was going on at the center today. Member Green inquired about when tables and chairs would be available again for patrons. Director Stern noted that if Black Hawk County stays in the yellow zone then more tables and chairs will be made available. Member Browne noted that on page 45 that the columns like they were mislabeled and pointed to the middle and right columns. She then inquired if the data was correct for those columns. Assistant Daniels noted that the columns are mislabeled slightly as the middle column should be the most recent month of data, the right column should be the previous month, and the left column should be one year prior to the middle column. He noted that this means they should have been February of 2020, February of 2021, and January of 2021. Assistant Daniels noted that the data is from those months though.

VIII. Director's Report

a. Library operations update

Director Stern noted that there was a plan to expand hours once in the yellow zone for at least two weeks, but Black Hawk County is back in the orange zone with some of the numbers increasing. She noted that some departments plan out their work schedule a month in advance, so the May schedules have been made in case Black Hawk County is in the yellow zone for at least two weeks leading up to May.

b. CIP Carpet Project Update

Director Stern noted that this item is one that requires a vote based upon her meeting with Library Furniture International and Sherwin-Williams. She then discussed the timeline regarding how long it will take to move the items in the areas that are being carpeted resulting in the

project lasting three to four weeks if the building is closed and just curbside service is offered. Director Stern noted that if the building stays open the project will take longer with it taking at least six weeks. She noted that due to this she was hoping to have a vote on offering curbside service only during this time with plenty of advertising done in advance of the start of the project. Director Stern noted that part of the advertising would be to encourage patrons to get the items they would like prior to the start of the project, or place holds on the items since access to the stacks will be limited once the project starts. She noted that as items are returned they can be circulated again if a patron has a hold placed for that item.

c. Library email addresses for Trustees

Director Stern noted that if anyone would like to have the communications that are sent to them due to serving on this board separate from their work or personal e-mails, a cedarfallslibrary.org e-mail address could be created for them. She noted that the City Attorney actually suggests this for the members. Member Behm inquired if a desire to have a cedarfallslibrary.org account should be sent to Assistant Daniels. Director Stern noted that it can be noted to her and then she can pass the information along.

d. FY22 Library budget

Director Stern noted that the FY22 budget is also part of the referred for board action section. She noted that the only thing that was not funded was the request for additional staff.

e. Black Hawk County Contract for Library Services

Director Stern noted that this item is also included for approval. She noted that this contract is for providing service to rural residents of Black Hawk County with a formula being used to determine how much each library receives. Director Stern noted that a presentation happens to the Board of Supervisors prior to the decision being made each year, and she feels very fortunate that there was a 3% raise when other departments received a cut this year.

f. Miscellaneous

Director Stern noted that the main topic is the Imagination Library update as she met with the heads of the other Black Hawk County libraries, and there were more questions so there were no commitments at this time. She noted that there would be another meeting later this month. Director Stern noted that another topic was that President Sulentic suggested doing in-person or hybrid meetings starting in May. She noted that this probably would not be an option in June though due to the carpet installation, and inquired what the thoughts were on this. Member Chadwick noted that if the meeting in June could not happen in this manner it might be best to wait until July. Members Behm and Cormaney noted that they agree with waiting until July. Member Browne noted that she would appreciate the hybrid option since there is a chance that she might be out of town for a meeting. Director Stern discussed employees being vaccinated via the City arranged vaccination clinic, and noted she wanted to thank Director Rodenbeck for arranging the clinic. Director Rodenbeck mentioned she wanted to note that there were a couple of openings for the clinic tomorrow in case any of the members wanted to get a vaccination. Member Blair-Broeker noted that Director Stern had mentioned questions about the Imagination Library, and he was wondering what the questions were. Director Stern mentioned some of the comments with one concern being the raising of funds for the project.

IX. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that the raised garden beds will probably be installed on the 18<sup>th</sup>, and planted in mid-May. She then noted that OverDrive gave over 150 free adult e-books. Librarian Stuenkel noted that they do not have to be put on hold as they are always available.

b. Youth Librarian

Librarian Hosford noted that the youth department was opening back up for field trips to the library. She noted that while normal programming is not happening yet, an exception was being made as these children are already around each other for long periods of time at school.

Librarian Hosford noted that this is in part to help promote summer reading, so there are a couple of field trips scheduled for this month and for May. She then noted that the vendor for the storywalk signs noted that they should be ready in the next two weeks or so. Librarian Hosford noted that the person she talked to with Parks & Recreation noted that they should be able to install the signs in the first half of May, so it can be promoted with summer reading. Member Blair-Broecker noted he was just in the Big Woods Lake area and there were a lot of families around, so he mentioned the storywalk should get a lot of attention.

c. Technology Librarian

Director Stern noted that Librarian Gitchell Thompson was not in attendance.

X. Referred for Board Action

a. Approve and authorize the contract of Sherwin Williams for the CIP Library Carpet Project  
MOTION: (Behm, Chadwick) to approve and authorize the contract of Sherwin Williams for the CIP Library Carpet Project. Passed.

b. Approve and authorize the contract of Library Furniture International for the CIP Library Carpet Project

President Sulentic inquired about how much time before they start the project. Director Stern noted that it will start on May 17<sup>th</sup>.

MOTION: (Browne, Green) to approve and authorize the contract of Library Furniture International for the CIP Library Carpet Project. Passed.

c. Approve curbside and virtual library services during carpet installation

President Sulentic inquired about how this would be advertised to patrons. Director Stern noted that this will be on bookmarks that are put in holds, posted on Facebook, signs in the windows, and any other ideas that Assistant Cruz has.

MOTION: (Behm, Green) to approve curbside and virtual library services during carpet installation. Passed.

d. Approve the FY22 Library budget

MOTION: (Blair-Broecker, Browne) to approve the FY22 Library budget. Passed.

e. Approve and authorize the Black Hawk County Contract for Library Service

MOTION: (Cormaney, Chadwick) to approve and authorize the Black Hawk County Contract for Library Service. Passed.

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 in attendance, but their annual meeting is tomorrow.

b. Finance: no meeting needed in April

None

c. Library Art

None

XII. Unfinished business  
None

XIII. New business  
None

XIV. Closed Session: As per Iowa State Code Section 21.5(i). *To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.*

President Sulentic asked for a motion to convene in closed session to discuss Director Stern's annual evaluation and compensation for FY22. A roll call vote was taken with a unanimous vote among the Board members present. After discussion a motion was made to end the closed session and reconvene the open session. A roll call vote was taken with a unanimous vote among the Board members present.

XV. Approve director compensation increase for FY22

Member Cormaney noted that after deliberations during the closed session that Director Stern was going to be receiving a raise that is commensurate with the raises given by the City of Cedar Falls based upon Director Stern's overall evaluation score. Member Cormaney noted that Director Stern's concern regarding a difference in compensation with that of a colleague was discussed. She noted that at this time they did not want to take that into consideration when choosing a raise, but some research and discussion will happen in regards to this issue.

MOTION: (Cormaney, Browne) to approve director compensation increase for FY22. Passed.

XVI. Adjournment

Motion to adjourn (Behm, Browne). Passed. Meeting adjourned at 4:47.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem