

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
June 2, 2021 4:00 PM
Cedar Falls Public Library
Online via Zoom

You are invited to a Zoom webinar.
When: June 2, 2021 04:00 PM Central Time (US and Canada)
June 2, 2021 04:00 PM

Topic: CFPL Board of Trustees Meeting

Please click the link below to join the webinar:
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Members present: Behm, Blair-Broeker, Browne, Cormaney, Green, Kenyon; Staff: Daniels, Hosford, Stern, Stuenkel; Guest: Rodenbeck.

- I. Vice President Cormaney called the meeting to order at 4:05.
- II. Agenda: Corrections/additions/deletions/approval

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

III. Minutes: Correction and approval

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

IV. Board Training update

Director Stern inquired if anyone had completed any training, No trainings were reported.

V. Communication from Officers: Action appropriate to the communications

None

VI. Bills: Corrections/additions/deletions/approval

Assistant Daniels noted that after the usual bill report were three bills from Sherwin-Williams related to the carpet installation that are being presented for approval. Director Stern noted that the invoices were just received yesterday, which is why an updated packet was sent out.

MOTION: (Behm, Green) to approve the May bills. Passed.

a. General Fund, Levy Fund, Grant Funds

None

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

None

VII. Usage Report

Vice President Cormaney inquired if the total number of items listed as circulated so far this fiscal year was accurate. Director Stern noted that the number looks to be accurate. Vice President Cormaney noted she asked as it seemed a little high due to the pandemic. Director Stern noted that the number is about half of the amount circulated prior to the pandemic. Vice President Cormaney noted that the number looks to still be a good number. Director Stern noted that the number looks like it includes digital items.

VIII. Director's Report

a. Carpet project update

Director Stern noted that the installation of the carpet was finished on Friday afternoon, and the movers finished today. She noted that they loaded up as much of their equipment as they could, and will get the rest of their equipment on Friday. Director Stern noted that staff will be working on resetting their departments in order to be ready for the building to be open to patrons again. She noted that it will take a couple of days to do this, so the temporary computer lab will start to be moved tomorrow, Thursday. Director Stern noted that some of the furniture that was stored away due to the pandemic will also be put back out for patrons to use. She noted that it is nice to be able to open up a week earlier than anticipated.

b. CFPL mask policy

Director Stern noted that with the CDC changing recommendations, the City of Cedar Falls policy not being renewed, and conversations with staff members, an update to the policy is included in the Referred for Board Action section. She noted that the main item with the update is that when staff are interacting with patrons in a situation where six feet of distance is not possible, they would like the option to ask that the patron wears a mask during the interaction. Director Stern noted that this change puts the library almost back to normal, with the exception being

that only virtual programming will happen until children under 12 have the option of receiving a vaccine. She noted that due to conducting virtual programming, meeting room bookings cannot happen yet since a place is needed for conducting the virtual programming.

c. Beckman Vision Fund, Cedar Falls Community Foundation

Director Stern noted that this fund has been accumulating interest, but since it is not in an investment fund it is not earning at the rate that the other funds are earning interest. She noted that it was suggested to her by individuals with the Cedar Falls Community Foundation that the funds be transferred to an investment fund so it can continue to grow.

d. Miscellaneous

Director Stern mentioned that the City Attorney noted that due to Governor Reynolds' proclamation on public meetings being extended through June 26th, virtual meetings can happen through that time. She noted that it was mentioned that if it is not extended past that date, then an in-person meeting will need to be held with a quorum present at the meeting. Director Stern noted that it is possible to attend via Zoom, but there needs to be enough people physically present to have a quorum. Member Green inquired that if the proclamation is extended, is there a need for enough people physically present to have a quorum. Director Stern noted that if the proclamation is extended, then it is not a requirement to have enough people physically present at the meeting to have a quorum. Member Behm inquired about being able to call in to the meetings as was done prior to the pandemic. Director Stern noted that it sounded like that might not be allowed now in regards to having a quorum, but would like to check with Director Rodenbeck. Director Rodenbeck noted that if it is one or two it should be okay, as the main idea is that once the proclamation expires then everything goes back to how it was prior to the pandemic.

IX. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that it is exciting for everyone to be back in their office. She noted that 230 people have signed up for the Adult Summer Reading Program which is great. Librarian Stuenkel noted that some lawn games are being purchased for the Library of Things collection. She noted that Assistant Boelts is leaving in July, so she has been working on getting interviews set up.

b. Youth Librarian

Librarian Hosford noted that they have about 270 children signed up for the Youth Summer Reading Program. She noted that she is excited to see how many will be signed up on June 7th since that is the official start date of the program. Librarian Hosford noted that since youth staff are back in their area that they are working full steam ahead on getting everything ready for the program. She noted that she does not have an update on the storywalk at this time, but hopefully soon.

c. Technology Librarian

Director Stern noted that Librarian Gitchell Thompson is not in attendance due to working on reconnecting staff workstations.

X. Referred for Board Action

a. Approve revisions of the CFPL mask policy

Member Blair-Broecker noted that he has not been carrying a mask most places due to the change in recommendations, so he was thinking about how many patrons might come in

without one as they did not think they would need assistance that would require one under the new policy. He noted that due to this he wanted to see if masks will be available for those patrons. Director Stern noted that disposable masks will be available, and that they would only be required when it will be a long interaction versus a quick minute or two interaction. Member Green inquired about how this policy compares to ones at other City of Cedar Falls buildings. Director Stern noted she can only compare it to other libraries, and the policy varies based upon where the library is located. Member Green noted that he believes the policy to be practical and rational, and is in favor of it. Member Behm noted that when customers come into her business she puts on a mask even though about 75% of those coming in are unmasked. She noted that she wants to respect those that wish to protect themselves. Director Stern noted that she is asking the same of staff as she thinks that having a staff member wear a mask to help a patron that is choosing to wear a mask is good customer service. Member Browne noted that she is seeing the same where she works as employees will ask if someone they are helping would like them to put on a mask if the person they are helping is wearing one. Member Browne inquired about if a policy is put back in place by the City of Cedar Falls that masks are required, if that should be noted in the policy that that policy will be adhered to. Director Stern noted that if that happened between meetings that having wording like that in the policy would be a good idea. She then inquired about ideas to modifying the policy to include this. Member Browne noted that she is wondering if it would need to be included as she thinks it would seem like common sense that the library would follow the more stringent policy. Member Blair-Broeker thinks that it is common sense that if an organization about the library has a policy in effect that it would be followed, but does not object to having this specifically stated in the policy. Member Green inquired about how this works in conjunction with what Governor Reynolds recently signed in regards to mask requirements. Director Stern noted that she has heard for the State Law Librarian and City Attorney regarding this matter, and they both noted that cities cannot require private businesses to require masks. She noted that however, they can require masks on their public property and inside public buildings. Member Behm noted that from her understanding is that she can require masks inside her business still.

MOTION: (Behm, Green) to approve revisions of the CFPL mask policy. Passed.

b. Approve moving Beckman Vision Fund monies into an investment fund

Member Green noted that since he is new he was wondering if there is a financial person for the library that makes decisions regarding what fund is appropriate for investing in, or an institution that the library works with. Director Stern noted that USBank oversees the funds of the Cedar Falls Community Foundation. She noted that at one of the meetings there is usually a presentation regarding how the funds have been doing, but it has been postponed due to the pandemic. Director Stern noted that a presentation can be scheduled soon if one is desired.

MOTION: (Behm, Blair-Broeker) to approve moving Beckman Vision Fund monies into an investment fund. Passed.

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

a. Friends of the Library

None

b. Finance: Wednesday, June 30 at 4 p.m., in-person meeting

Director Stern noted that one is needed since the carpet project is done, and work on getting browsing bins for the youth department can start. She noted that this was a recommendation during the strategic planning process to make the collection more accessible.

c. Personnel

Vice President Cormaney noted that Director Rodenbeck was asked for the proposed salary structure that goes into effect at the beginning of the next fiscal year. She noted that this will help to compare the pay structure at the library versus other libraries, if the information is available, in order to see if the pay structure is keeping pace with other libraries. Vice President Cormaney noted that currently they are in the information gathering phase, and if anything comes of this information it will be shared at a future meeting.

d. Library Art

Member Behm noted that there was nothing to report.

XII. Unfinished business

None

XIII. New business

Member Browne noted that she would be interested in hearing at the next meeting if the youth department has received any patron requests, feedback, etc. once patrons are able to physically be in the building. Librarian Hosford noted that she is anticipating that she will not have toys out.

XIV. Adjournment

Motion to adjourn (Behm, Browne). Passed. Meeting adjourned at 4:38.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem