

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

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The City is providing in-person and electronic options for this meeting in accordance with the Governor's Proclamation of Disaster Emergency regarding meetings and hearings. The City encourages in-person attendees to follow the latest CDC guidelines to reduce the risk of COVID19 transmission.

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

Topic: CFPL Board of Trustees Meeting

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Members present: Blair-Broeker, Cormaney, Green, Snell, Sulentic; Members attending remotely: Browne, Chadwick; Staff: Daniels, Gitchell Thompson, Hosford, Stern; Guests attending remotely: Rodenbeck.

- I. President Sulentic called the meeting to order at 4:00
- II. Agenda: Corrections/additions/deletions/approval  
President Sulentic mentioned a requested change in committee assignment that Member Cormaney had asked for. Director Stern noted it could be added to New Business.  
MOTION: (Cormaney, Blair-Broeker) to approve the agenda as amended. Passed.
- III. Minutes: Correction and approval  
MOTION: (Blair-Broeker, Green) to approve the minutes as presented. Passed.
- IV. Board Training update  
None
- V. Communication from Officers: Action appropriate to the communications  
None
- VI. Bills: Corrections/additions/deletions/approval  
President Sulentic inquired if there was anything in the bills that was out of the ordinary. Assistant Daniels noted that there were not, just the usual bills at the end and beginning of a fiscal year. He noted that more of the large once a year bills have been received that will be in the next batch.  
MOTION: (Cormaney, Blair-Broeker) to approve the June bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
President Sulentic noted that the market is doing well currently. Director Stern noted that she reached out to Troy at USBank to have him appear at a future meeting to do their usual presentation regarding the funds. She noted that she has not heard back from him yet though, but it will be on the agenda as soon as she is able to schedule it.
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
President Sulentic inquired if there was anything of note. Assistant Daniels noted that there is not in this packet, but since the bills have been approved, the CIP Carpet Project request can be closed out.
- VII. Usage Report  
Member Blair-Broeker noted that it seems like things were down a little last month. Director Stern noted that it could be in part due to the nice weather and people wanting to be outdoors. Member Blair-Broeker noted that the library was also open for fewer hours. Director Stern noted that the youth department also does less programming during that month which reduces the count some. President Sulentic inquired if the ILL charge has made any difference. Director Stern noted that it has helped curb some of the abuse, and for those that truly cannot afford the charged, they can apply for a waiver. Member Green inquired if a patron does not have a card for this library if they can still get a loan of materials. Director Stern noted they would need a

card for this library. Director Stern noted that she looked at the daily count, and there are about 500 to 600 patrons coming into the library each day, and due to this, the curbside number is down to single digits each day. President Sulentic inquired about the amount of people using the WiFi currently versus prior to being open. Librarian Gitchell Thompson noted that it is still getting used, and is close to keeping pace with how much patrons were using it previously.

#### VIII. Director's Report

##### a. Staffing update

Director Stern noted that our newest employee, Assistant Schupbach, started yesterday in the circ department. She noted he will be working 29 hours per week.

##### b. Funding requests: Youth Browsing Bins and Reupholstery of Library Chairs

Director Stern noted that these two requests are in the Referred for Board Action section. She noted that Member Green is using the sample reupholstered chair in case any other members would like to see how the chairs would look. Director Stern noted that they do not have the material in green, so all of the chairs would be the same color, and they would all be vinyl. She noted that during the strategic planning process it was suggested to replace some of the shelving in the youth department with browsing bins in order to help the patrons of that department flip through the collection. Director Stern noted that some funding for both projects is being requested from the Friends as well.

##### c. Job class revisions: Library Assistant and Librarian

Director Stern noted that the main change to the assistant classification is that the requirement to have two years of experience was changed to preferred. She noted that an assistant position is usually an entry level job, but when the questionnaires were completed, all of the assistants at that time had at least two years of experience resulting in it being required at the time. Director Stern noted that the Technology Librarian position is now part of the Librarian classification with specifics applying to that position noted. She noted that this is similar to how the Public Services and Youth Librarian positions share a classification with parts of each position specifically outlined. Director Stern noted that this makes sense as it streamlines the classifications.

##### d. ARPA grant: Book Bike

Director Stern noted that the library was awarded a \$5,000 ARPA grant that will be used to purchase a book bike. She noted that the cost will actually be \$5,500, and the extra required is going to be requested from the Friends. Director Stern noted that Assistant Meier mentioned this morning that there is a shortage of bicycle parts currently which will potentially cause a delay in receiving the book bike. She noted that it will be used for outreach as the box opens into shelving, and with a laptop with our ILS and a hotspot, books can be checked out to patrons. Director Stern noted that the electric assist option is being purchased due to the potential weight of the books.

##### e. Miscellaneous

Director Stern noted that Librarians Stuenkel, Hosford, and herself have been discussing how to begin programming indoors again. She noted that part of not returning to indoor programming yet has been waiting on vaccines being available for children. Director Stern noted that they have discussed having indoor programming possible resuming in October, and Librarian Hosford has been thinking about ways to have this happen safely for the youth patrons.

Director Stern noted that the Strategic Planning Committee met to review the FY21 plan, and to create one for FY22. She noted that the one for FY22 is being reviewed via e-mail currently, and

a copy should be ready to share at the meeting next month. Director Stern noted that she will be on vacation next week with the exception of a couple of meetings that she needs to attend.

IX. Reports from Department Heads

a. Public Services Librarian

Director Stern noted that Librarian Stuenkel is off today, but had an item from her to share. She noted that PLA offers special library cards that integrate popular culture. Director Stern noted that they offered Baby Yoda cards that Librarian Stuenkel ordered. She noted that specialized cards have been purchased previously with a card featuring Snoopy being purchased.

b. Youth Librarian

Librarian Hosford noted that the Summer Reading Program started on June 7<sup>th</sup>, and right now there are between 700 and 800 patrons signed up. She noted that she did not expect to have a record amount of people signed up, but last year there were around 400 signed up for the program. Librarian Hosford noted that she has been partnering with businesses and organizations to provide outdoor programming. She noted that some programming will be done with the Sunrise Children's Zoo this Saturday. Librarian Hosford noted that she has also partnered with the Cedar Falls Historical Society to do some programming at the Little Red School House as well. She noted that partnership is one of our goals, so hopefully the partnerships flourish. Librarian Hosford noted that the storywalk opened about a week ago, and if anyone would like to check it out, it starts at the campground by the bike path. She noted that the story will be changed out around September or October, and every season will see a different story. Librarian Hosford noted that she is still working at adding access for blind patrons. She noted that she has also been working on making the collection more diverse and inclusive. Librarian Hosford noted that a patron commented recently that they were happy to find materials that represented their culture. She noted that she knows that Librarian Stuenkel has also been working on making the collection more diverse and inclusive as well.

c. Technology Librarian

Librarian Gitchell Thompson noted that having to move the computers due to the carpet installation allowed her to reorganize the computer lab. She noted that as part of this, she is better integrating the specialized equipment which should help increase their usage. Librarian Gitchell Thompson noted that the previous location of these items will now be an area where patrons can access charging equipment for their laptops and other devices. She noted that she is also working on finalizing an upgrade of the wireless access points. Librarian Gitchell Thompson noted that the amount of access points will increase from 4 to 22 which will provide comprehensive coverage for both floors, and well out into the parking lot and street. She noted that she has also ordered more hotspots as well due to the increased demand. Librarian Gitchell Thompson noted that a service cable was cut during construction that led to an Internet outage for a few days, and created an issue with certain items coming back online. She noted that she has everything back up, so hopefully there will not be any more issues. Member Green noted that there were hotspots installed around Cedar Falls to provide access, so he inquired if the library was partnering with the City or purchasing their own. Librarian Gitchell Thompson noted that it was part of the plan to coordinate, but she has been ordering the hotspots from Techsoup which has allowed her to purchase them at a reduced cost. She noted that she can also purchase a data plan for the entire year from them for \$120 per device.

X. Referred for Board Action

a. Approve funding for Youth Browsing Bins (Berg)

MOTION: (Cormaney, Snell) to approve funding for Youth Browsing Bins. Passed.

b. Approve funding for Reupholstery of Library Chairs (Building)

MOTION: (Chadwick, Blair-Broecker) to approve funding for Reupholstery of Library Chairs. Passed.

c. Approve revisions of Library Assistant and Librarian job classes

MOTION: (Cormaney, Chadwick) to approve revisions of Library Assistant and Librarian job classes. Passed.

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

a. Friends of the Library

Member Snell noted that no meeting is scheduled for next month, but they are working on getting some bricks created that line the library to commemorate two of their longstanding members that have stepped down from their positions.

b. Finance: no meeting needed in July

Nothing to note.

c. Personnel

Nothing to note.

d. Library Art

Did not meet.

XII. Unfinished business

None

XIII. New business

President Sulentic noted that Member Cormaney would like to change her committee assignment. Director Stern noted that she had brought up the bylaws due to the mention of this towards the beginning of the meeting. She noted how many members are needed for each committee, and how the members are appointed to each committee. President Sulentic then appointed Member Cormaney to the Finance committee. Member Blair-Broecker then noted that this would leave the Personnel committee with one less than is required under the bylaws. Member Green noted that as a new member, he does not believe he is on a committee at this time. He was then asked if he would like to join the Personnel committee, and Member Green was willing to do so. President Sulentic then appointed Member Green to that committee. A discussion of how often that committee meets happened.

Member Blair-Broecker then inquired about the sending out of the minutes. He inquired if they could be sent out sooner instead of just receiving them on the Friday before the next meeting. Assistant Daniels noted he can work on getting the minutes out sooner each month.

XIV. Adjournment

Motion to adjourn (Blair-Broecker, Cormaney). Passed. Meeting adjourned at 4:35.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem