

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
November 3, 2021 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Behm, Blair-Broeker, Browne, Green, Kenyon; Members attending remotely: Cormaney; Staff present: Daniels, Hosford, Stern, Stuenkel; Guests present: Rodenbeck.

- I. Vice President Cormaney called the meeting to order at 4:09.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Behm, Kenyon) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval
MOTION: (Behm, Blair-Broeker) 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
Assistant Daniels noted that after the traditional bill report is an additional invoice to approve that came in too late to be part of the report. Vice President Cormaney inquired about what the invoice was in regards to. Director Stern noted that the invoice is for a 50% deposit for the artist that will be putting in the next display in the Redfern display case.
MOTION: (Kenyon, Browne) to approve the October bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
Assistant Daniels noted that the amount spent on the CIP Library Carpet 2021 project is reflected in the Foundation Funds section since it has been closed out. He noted that a couple of other requests are ready to be closed out as well, so once they have been officially closed out the amount spent will be reflected in this section.
- VII. Usage Report
Assistant Daniels noted that he audits various numbers and found a mistake in the patron count for July. He noted that he has been adding the curbside and building count numbers in a spreadsheet, but the building count did not get added as part of the count on July 1st. Assistant Daniels noted that the update is not reflected in this packet, but will be reflected in the next

packet, and will show that there was 12,727 for the patron count. Member Blair-Broecker noted that there is a decline across the months on the report, and wondered if that was a cause of concern. Director Stern noted that July is usually one of, if not the busiest month due to the programs happening during that month. She noted that there is usually a decline in August and September since no big programs are going on like in July. Member Blair-Broecker then noted that it is not of concern then. Director Stern noted it is not, and due to COVID there is a new baseline for comparing similar time periods across fiscal years. Assistant Daniels noted that the patron comparison data for October is part of the packet, and it shows an increase from September. Member Blair-Broecker then inquired about what a teacher unit is. Librarian Hosford noted that there is a special library card for teachers that allow them to check out materials for six weeks. She noted that they can then request a set of books specific to a unit they are teaching that is then curated by staff. Director Stern noted that the Cedar Falls public schools run a van here on weekdays to pick up teacher units.

VIII. Director's Report

a. Calendar year 2022 closings

Director Stern noted that in the referred for board action section there is a list of proposed closings for 2022 attached, and they follow the same template as past years. She noted that if a holiday falls on a Saturday the library will be closed on Friday in observance of the holiday, and will also be closed on Saturday. Director Stern noted that a similar case happens with Sunday holidays and Monday. The early closings and revised hours for other days, such as the Saturday that Sturgis Falls happens on, is usual as well.

b. Board vacancy

Director Stern noted that Member Snell resigned, and she is working to find a replacement.

c. Emergency evacuation site for Lincoln Elementary

Director Stern noted that the agreement is attached, and this is an agreement that has been happening for years. She noted that they do a drill as well in case they have an evacuation.

d. Annual survey

Director Stern noted that the survey was submitted on October 30th, and is attached at the end of the packet so each member can review what was submitted. She noted that she is not concerned with the numbers as we opened for browsing sooner than other libraries of a similar size, and our services were expanded faster as well. Director Stern noted that due to COVID there is a new baseline, and some time is needed to get back to the 2019 numbers. A question about when all of the survey responses will be publicly available. Director Stern noted that the responses are usually available about four months after the survey closes.

e. Miscellaneous

Director Stern noted that budget requests for FY23 are due in a few weeks, and she can share that part of her planned requests is to make three part-time positions into full-time positions. She noted that Controller Roeding is discussing the increase in utility prices with CFU in order to help plan requests for FY23. Director Stern noted that Assistant Daniels makes projections each year for when it is time for budget amendments, so she will work with him regarding any lines of the budget that will require increases for FY23.

It was noted that a contract with an artist had been signed yesterday to update the installation in the Redfern display case. Director Stern noted that the artist responsible for the current installation knows that it will need to be removed by November 30th, and then the case will be cleaned and lights replaced. She noted that the next installation will be a prehistoric display.

Member Behm inquired if Director Stern still had the sketch that the artist provided for the other members to see. Director Stern noted that she can send the sketch out.

It was noted that Librarians Hosford, Stuenkel, and Welch are working together to update the Collection Management Policy due to the feeling that some revisions are necessary. It was noted that some employees at the Waterloo Public Library might collaborate as well.

Director Stern then gave an update on the Imagination Library program and discussed that after meeting with the Executive Director of the Cedar Falls Community Foundation, some of the paperwork has been submitted to make them the official affiliate. She noted that they also created a contract for her to sign as a representative for the group of Black Hawk County libraries. Director Stern noted that some of the paperwork included information spelling out the responsibilities of each library, what happens if the project is ever discontinued, etc. She noted that the current plan is to have all of the paperwork necessary executed by the end of the year, and then fundraising would start in January. Member Kenyon then inquired about how she would fundraise for the project. Director Stern noted that she would apply for grants, work with civic groups, an employee at John Deere wanted to having something set up, etc. Member Green inquired if other libraries in the county will be participating. Director Stern noted that all of the other libraries will be participating.

IX. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that during October they were working on the SpaceX launch that was originally scheduled for October 31st, but it has been delayed a couple of times with the current plan being to launch on November 6th. She noted that there were some take and makes that were created in conjunction with the launch. Librarian Stuenkel noted that November is NaNoWriMo month, and they have a variety of activities planned throughout the month.

b. Youth Librarian

Librarian Hosford noted that they have a joint program between tweens and teens regarding misfit toys. She noted that there is a fairy tale engineering program on Saturday. Librarian Hosford noted that the youth department has been testing out having programs during the evening and on weekends due to this being a common theme on the surveys they have had patrons complete. She noted that attendance has been okay, and hopes that patrons continue to go to them. Librarian Hosford noted that they will be having a zine workshop that is about little magazines. She noted that this program will happen on two different days at different times to see if this helps with participation. Librarian Hosford noted that a new storywalk will be going up soon with the Over and Under the Snow by Kate Messner book being the book used. She noted that the youth department has also been doing a lot of programs with NASA, and NASA partnered with Beanstack to hold a reading challenge. Librarian Hosford noted that she signed the library up for the challenge that will run from December 1st to the 31st.

c. Technology Librarian

Director Stern noted that Librarian Gitchell Thompson did not give her a written report to share, so she believes that an update will be given the following month.

X. Referred for Board Action

a. Approve proposed calendar year 2022 library closings

MOTION: (Browne, Behm) to approve proposed calendar year 2022 library closings. Passed.

b. Approve emergency evacuation agreement with Lincoln Elementary

MOTION: (Green, Blair-Broeker) to approve emergency evacuation agreement with Lincoln Elementary. Passed.

c. Approve extending the library mask policy through December 1, 2021

MOTION: (Behm, Kenyon) to approve extending the library mask policy through December 1, 2021. Passed.

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

a. Friends of the Library

Director Stern noted that she attended their last meeting, and they are working on their 40th anniversary celebration. She also noted that she believes Library Stuenkel is on a committee with them. Librarian Stuenkel noted that she hasn't meet with them in a couple of months, so she does not have anything to share currently.

b. Finance: no meeting needed in November

None

c. Personnel

None

d. Library Art

Member Behm noted that Director Stern gave all of the information that the committee had to share earlier.

XII. Unfinished business

None

XIII. New business

None

XIV. Adjournment

Motion to adjourn (Behm, Browne). Passed. Meeting adjourned at 4:35.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem