

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
December 1, 2021 4:00 PM  
Cedar Falls Public Library  
Conference Room

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

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Kenyon, Cormaney) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval  
MOTION: (Browne, Blair-Broeker) to approve the minutes as presented. Passed.
- IV. Public Forum  
Director Stern introduced Intern Sherlock to those in attendance. Intern Sherlock then mentioned a little about himself.
- V. Board Training update  
None
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
MOTION: (Cormaney, Browne) to approve the November bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
None
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
Member Browne inquired if the large amount listed on the Library Endowments line was due to the carpet project. Director Stern noted that it was, and this is the time of year when the endowments are closed out.
- VIII. Usage Report  
Member Blair-Broeker noted that the numbers look good this month. Members Browne and Cormaney inquired if the curbside number will increase in the future due to weather and other factors. Director Stern noted that there is a meeting for all of the Black Hawk County libraries, and that at the most recent one they noted that they all plan to continue to offer curbside service for the foreseeable future. President Sulentic inquired about being able to track the

usage of the storywalk. Librarian Hosford noted that there is an optional survey accessible on the last panel, and a few patrons fill out the survey each month that is tracked. She noted that more people walk the path of the storywalk than complete the survey though.

IX. Director's Report

a. Staffing update

Director Stern noted that interviews for the marketing position will happen next week, and potentially this week as not all of the applicants that will be interviewed have scheduled a day and time yet. She noted that the deadline for the youth intern job posting was extended as to generate more applicants. President Sulentic inquired if the pay rates have had to be changed to attract more applicants. Director Stern noted an increase to the pay rate for the Community Center assistant position, but otherwise the pay rates have not changed. She noted that there has not been a decrease in applicants vying for positions as has happened with other businesses. Director Stern noted that there were over 20 applicants for the marketing position.

b. Miscellaneous

Member Cormaney inquired about the proposed roundabout at Main and 6<sup>th</sup> St. that was discussed. Director Stern noted that she saw the presentation and learned that a roundabout could result in the library losing 10 to 13 parking spaces. She noted that when it was discussed at Committee of the Whole, they just voted on the potential funding for the project and not on whether a roundabout would be chosen. Director Stern inquired with Director Rodenbeck if that was correct. Director Rodenbeck noted that Director Stern was correct about the roundabout not being voted on at the meeting. She noted that the maximum amount that could be spent on the project was voted on along with the maximum amount of space that it would take. Director Rodenbeck noted that the orientation was discussed also. Member Chadwick noted he believed they discussed changing to angled parking spaces. Director Stern noted that if a roundabout is chosen the loss of parking spaces could be an issue at certain times of the day like in the mornings when the Community Center is open and storytime is going on. Member Blair-Broeker noted that she might want to keep track of how often the parking lot is full. Director Stern noted that she has thought about that, and has thought about going out once an hour to count the number of cars. She noted that the number of spaces is already less than what is expected in the accreditation standards, but the library meets enough of the other standards that accreditation is not an issue.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that the holiday light recycling box was dropped off by Green Iowa Americorps in the afternoon. She noted that there is a blood drive on January 27<sup>th</sup>, and they are in the process of creating a variety of adult programs for the coming months centered around bad art, Tik Tok, board games, etc.

b. Youth Librarian

Librarian Hosford noted that almost all of the youth programs are in-person programs as the amount of patrons signing up for the virtual option has been decreasing. She noted that registration and masks are still required. Librarian Hosford noted that tree trim is starting soon, and they have coloring sheets already available for patrons. She noted that they are also planning on having a letters for Santa program, and tomorrow is a teen night. Librarian Hosford noted that they will have a Mario Kart competition as well as having Minecraft and take and make items planned as well.

c. Technology Librarian

Director Stern noted that Librarian Gitchell Thompson is not present, and she does not have a report from her to share.

XI. Referred for Board Action

a. Approve extending the library mask policy through January 5, 2022

MOTION: (Green, Chadwick) to approve extending the library mask policy through January 5, 2022. Passed.

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

a. Friends of the Library

Director Stern noted that there is no liaison yet, but she attended their November meeting. She noted that the main item at the meeting was that they are working on their 40<sup>th</sup> anniversary. Director Stern noted that the library will be partnering with them on the upcoming SummerFest.

b. Finance: Wednesday, Dec. 29 at 4 p.m.

Director Stern noted that there will be a Cedar Falls Community Foundation financial plan that will need to be approved. A couple of the members of the committee noted they might have a conflict with the day and time. Director Stern noted that the meeting could happen at an alternate day and time, she would just need a suggested alternative.

c. Personnel

None

d. Library Art

Director Stern noted that the artist for the Redfern case has a contract and was paid the deposit. She noted that they can start installing their display as early as next week.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Kenyon, Browne). Passed. Meeting adjourned at 4:18.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem