

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
January 5, 2022 4:00 PM  
Cedar Falls Public Library  
Conference Room

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

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Cormaney, Chadwick) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval  
MOTION: (Cormaney, Chadwick) to approve the minutes as presented. Passed.
- IV. Public Forum  
None
- V. Board Training update  
President Sulentic noted that he saw the webinar opportunity that Director Stern had sent out via email. A question was asked regarding if it was live at a certain time. Director Stern noted that it is live, but if someone is registered for the webinar they will be able to view it later if they are not able to attend live. Member Chadwick inquired about how many hours are needed each year. Director Stern noted that three to five hours are needed each year.
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
President Sulentic inquired if the bills were pretty standard for this time of the year. Assistant Daniels noted that they were.  
MOTION: (Behm, Chadwick) to approve the December bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
None
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None
- VIII. Usage Report  
President Sulentic inquired if the curbside usage was going up. Librarian Stuenkel noted that the usage was stable. Member Blair-Broeker noted that the reference transactions for this month

do not add up to the total seen in the report. He noted that the total should be higher than what is on the report. Assistant Daniels noted that the total is incorrect, and he will update the report.

IX. Director's Report

a. Staffing update

Director Stern noted that Assistant Taylor had resigned as of the end of December. She noted that she worked most of her hours at the Community Center, and a few at the library. Director Stern noted that backfilling the position is on the agenda. She noted that the marketing position had been filled, and Assistant Sitzmann will be starting on Monday. Director Stern noted that interviews for the open intern position will be starting soon.

b. 2022 Cedar Falls Community Foundation Financial Plan and funding requests

Director Stern noted that the plan and individual requests are below for voting on. She noted that the amount being requested for branding is higher than anticipated, but she has been working with Jennifer Pickar to determine how much to ask for.

c. Update on Dolly Parton's Imagination Library project

Director Stern noted that she met with Sally Timmer and John Lehman, and signed the paperwork that will be sent off to set up the account. She noted that once the account is set up, she can direct donors to the fund. Director Stern noted that some of the libraries have noted that they have raised some funds, and there is about \$60,000 promised.

d. Miscellaneous

Director Stern noted that the art installation has not happened yet, but Nate Gainer is planning to have it done around the middle of the month. She noted that on Tuesday she will be at the Black Hawk County Courthouse to present the funding requests to the Board of Supervisors. Director Stern noted that during her presentation she will be asking them to earmark some money to contribute to the Imagination Library. She noted that her annual presentation to Council will happen during the Committee of the Whole on January 18<sup>th</sup>. Director Stern noted that someone has been selected to potentially fill the Library Board of Trustees vacancy, but they still need to be approved by the City Council first. She noted that hopefully it will happen in time for them to attend the next meeting.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that on January 24<sup>th</sup> there will be an organizing and decluttering program. She noted that there will also be a screening of the film Fauci on January 27<sup>th</sup>. Librarian Stuenkel noted that an upgrade to the catalog will happen on the 10<sup>th</sup>, so it will be down for a little bit that day. She noted that due to this she had to take Novelist out of the catalog until after the update.

b. Youth Librarian

Librarian Hosford noted that programming has started again after a short break over the holidays. She noted that the regular programs like storytime, tween time, book club, etc. have started up. Librarian Hosford noted that a new program is starting on Wednesday where a movie will be shown in the youth department to give young patrons something to do. She noted that Assistant Nedwick is bringing back the worm farmer program. Librarian Hosford noted that there is an outdoor program involving chalk obstacle courses, so the youth department will be having something similar indoors using tape in the youth department.

c. Technology Librarian

Director Stern noted that Librarian Gitchell Thompson did not submit a report to be read.

XI. Referred for Board Action

a. Approve extending the library mask policy through February 2, 2022

Member Blair-Broecker noted that extending the policy seems like a good idea.

MOTION: (Chadwick, Behm) to approve extending the library mask policy through February 2, 2022. Passed.

b. Approve backfilling 29-hour library assistant for the library and Community Center

President Sulentic inquired about the time spent between the two facilities. Director Stern noted that the position spends an average of 27 hours at the Community Center per week, and the rest of the time at the library. She noted that while it averages to this amount, the position works for four hours every other week in circulation or reference to cover lunches.

MOTION: (Blair-Broecker, Cormaney) to approve backfilling 29-hour library assistant for the library and Community Center. Passed.

c. Approve the 2022 Financial Plan and Cedar Falls Community Foundation grant requests

The idea of voting on the plan and requests all in one vote was discussed with the consensus to do so.

MOTION: (Green, Chadwick) to approve the 2022 Financial Plan and Cedar Falls Community Foundation grant requests. Passed.

- i. CFPL Foundation Financial Plan for Calendar Year 2022
- ii. Privacy Room 2022 (Building Fund)
- iii. Cedar Valley's Youth Read 2022 (Ray)
- iv. Bridge to Reading 2022 (Ray)
- v. Adventure Pass 2022 (Berg)
- vi. Summer Library Program 2022 (Berg)
- vii. SummerFest 2022 (Berg)
- viii. Library Branding 2022 (Berg)

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

a. Friends of the Library

Director Stern noted that there is not a liaison currently, so she inquired if choosing one should wait until the vacancy has been officially filled or not. The consensus was to wait until the vacancy was officially filled.

b. Finance: No meeting needed in January

None

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Behm, Chadwick). Passed. Meeting adjourned at 4:18.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem