

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
February 2, 2022 4:00 PM  
Cedar Falls Public Library  
Conference Room

Members present: Blair-Broeker, Browne, Chadwick, Green, Sulentic; Members attending remotely: Kenyon; Staff present: Daniels, Hosford, Stern, Stuenkel; Guests present: Andy Milone.

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Green, Blair-Broeker) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval  
MOTION: (Blair-Broeker, Chadwick) to approve the minutes as presented. Passed.
- IV. Public Forum  
None
- V. Board Training update  
Director Stern noted that she knows who attended the Making Each Other Look Good: the Library Board and the Library Director webinar with her.
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
Member Blair-Broeker inquired about why two different brands of batteries were purchased when the AA and AAA batteries were purchased. Assistant Daniels noted that normally the same brand is purchased for both, but the one size was out of stock at the time of the purchase. Member Blair-Broeker then inquired if the radon detector that was purchased was for the library to use, or for patrons to check out. Assistant Daniels noted that it was purchased for the Library of Things collection, so patrons can check it out. President Sulentic inquired about the amount spent on the e-materials lines, and if they would be amended. Director Stern noted that they will be amended around March.  
MOTION: (Blair-Broeker, Browne) to approve the January bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
President Sulentic noted that it is nice to see the amount that each fund started at and how much the value has increased since then.
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None

## VIII. Usage Report

President Sulentic noted that it looks like the stats are trending better. Member Browne agreed, and noted that it is interesting to see the numbers compared to the same month from the previous year. President Sulentic noted that it looks like the curbside stats are still trickling along. Member Blair-Broeker noted that it looks like the service is used almost every day. President Sulentic inquired if it is the same people that are using the service each day, or if it is different people. Librarian Stuenkel noted that traditionally it is a group of regular users of the service.

## IX. Director's Report

### a. Staffing update

President Sulentic inquired about how the staffing levels have been with people employees being out sick. Director Stern noted that most of the time there is plenty of staff, but there has been a recent change to the City of Cedar Falls isolation expectations if an employee is sick. She noted that there was an instance when a couple of staff members were required to isolate around the same time. President Sulentic then inquired about the pay for these employees during the time they are isolated. Director Stern noted that the funding that was being used in these situations has expired, so employees will need to use any sick time that they have accrued. Member Blair-Broeker inquired about how much sick time employees earn per year. Librarian Hosford noted that it depends upon their position as some do not earn benefits like sick time.

Director Stern noted that Assistant Sitzmann has now started work, and his work can already be seen in some of the posts and other marketing materials that have come out recently. She noted that the split Community Center and library position has been posted, and that she believes it closes out this week. Director Stern noted that the search for a new youth intern is ongoing as the applicants that have applied do not have the availability that the youth department needs. She noted that she has asked for the posting to be revised to note that the position is open until filled. Director Stern noted that she created an account with Handshake, and will be choosing UNI as a location.

### b. County funding for service to rural patrons

Director Stern noted that the funding level has been decided upon, and she was told that this is the first time that the amount of funding that was asked for was granted. She noted that the amount that the library will receive is a little less than the previous year due to the formula that is being used to divide the funds up among the various libraries in Black Hawk County.

### c. Grants update

Director Stern noted that the account with Dolly Parton's Imagination Library has been created, and she has been working on the setup as zip codes for eligible children and other data needed to be entered in. She noted that she has an appointment with some Guernsey representatives to complete a pre-interview to see if she can apply for funds. Director Stern noted that she plans to apply for funding from McElroy as well, and will be talking with the local Rotary chapter in March. She noted that there will be some information about Dolly Parton's Imagination Library in Currents, and Assistant Sitzmann and Librarian Gitchell Thompson will be setting up some donation links on the website and various social media accounts.

### d. Miscellaneous

Director Stern noted that the Cedar Falls City Council has interviewed the prospective new member, but they did not vote at the last meeting. She noted that if the vote is held at the next meeting then they will be able to start in March. Director Stern noted that the book bike has arrived, and will be discussing it with Guest Milone after the meeting for a story.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that coming up soon there will be some gardening classes on Monday nights. She noted that the paperback shelf is usually for donated books, but some room has been created so some of the mass market paperbacks in the fiction section will be integrated into the paperback section.

b. Youth Librarian

Librarian Hosford noted that another Zine workshop will be held on a Saturday, and that Assistant Nedwick will be holding a STEAM storywalk as long as the weather allows. She noted that she will hopefully be switching out the story prior to spring break. Librarian Hosford noted that she is working on expanding the Adventure Pass Program by purchasing passes from the African American Museum of Iowa, the Figge Art Museum, and is looking to purchase Quad Cities Fun Bundle passes which will allow access to the Niabi Zoo, Putnam Museum, and Quad City Botanical Center. She noted that hopefully these sites will be added by the end of the month.

c. Technology Librarian

Director Stern noted that she does not have a report from Librarian Gitchell Thompson to share, but she knows that she has been working on fixing some items that need attention.

XI. Referred for Board Action

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

President Sulentic inquired if the mask policy was worded that they could be required for certain programs. Director Stern noted that that was correct, and that they could be required in order to provide close help to patrons.

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

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

a. Friends of the Library

None

b. Finance: No meeting needed in February

None

c. Personnel

Member Browne noted that they did not meet during the last month, so there is nothing to report

d. Library Art

Director Stern noted that the display in the Redfern display case has been completed.

XIII. Unfinished business

None

XIV. New business

Director Stern noted that the current accreditation expires in February 2023, so a review of policies will need to start happening again next month.

XV. Adjournment

Motion to adjourn (Browne, Blair-Broeker). Passed. Meeting adjourned at 4:25.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem