

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

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

- I. President Sulentic called the meeting to order at 4:01.
Member Bessman Taylor introduced herself, and then the other members in attendance introduced themselves.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Cormaney, Chadwick) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval
MOTION: (Blair-Broeker, Browne) to approve the minutes as presented. Passed.
- IV. Public Forum
None
- V. Board Training update
Member Browne inquired if trainings that she conducts count towards her credit requirement. She then discussed some trainings that she was part of recently, and some trainings that will be upcoming. Director Stern noted that she would check about Member Browne's question.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Approve Trustee committee assignments for Board Secretary (elected) and Friends Liaison
Director Stern noted that she looked over the bylaws regarding how to choose a secretary, and how to choose a liaison. She noted that an election would need to be held to choose a secretary, but the liaison position does not require an election. Director Stern noted that assignments to any committees would be completed by President Sulentic. President Sulentic inquired if these positions are going to be chosen today. Director Stern noted that if there are any willing participants then they could be completed at this meeting. Member Browne asked for the requirements of the positions. Director Stern noted that the secretary would record the minutes, but Assistant Daniels records the minutes. She noted that they would potentially need to sign forms, and would serve on an Executive Board if needed. Member Chadwick volunteered for the position.

MOTION: (Behm, Blair-Broeker) to approve the election of Member Chadwick as Board Secretary. Passed.

President Sulentic inquired if this position just entailed going to their meetings. Director Stern noted that the liaison would share information from this meeting with them, and share information from their meeting at this meeting. Member Browne noted that she does not believe she would be able to be the liaison and serve on her current committee, but would be interested in the position if she did not have the committee commitment. Member Bessman Taylor needing to be on a committee was mentioned with her being assigned to the personnel committee.

MOTION: (Cormaney, Chadwick) to approve the election of Member Browne as Friends Liaison. Passed.

VIII. Bills: Corrections/additions/deletions/approval

President Sulentic inquired if there was anything of note with the bills this month. Assistant Daniels noted that there was a bill included in the packet after the report since it arrived too late to appear in the report , and the bill needs to be voted on with the report. Member Bessman Taylor noted that she wondered what the item was. Director Stern then noted the details of the privacy room and what it would be used for. Member Cormaney inquired if patrons would have to reserve the room. Director Stern noted that she did not believe that it will be necessary for patrons to make reservations. President Sulentic inquired if the utility bill was higher. Assistant Daniels noted that it was higher than this month last year, but it is around the amount of the last few bills this year.

MOTION: (Behm, Chadwick) to approve the February bills. Passed.

a. General Fund, Levy Fund, Grant Funds

None

b. Financial Reports (General, Levy, Grants, Foundation Funds)

None

IX. Usage Report

President Sulentic noted that it is interesting to see what happened last year versus the current year. He inquired if more people are coming to the library now that it is spring. Director Stern noted that it seems that way. Member Bessman Taylor noted that as things get closer and closer to normalcy there should be an increase. Director Stern noted that spring break is always a busy week as well.

X. Director's Report

a. Staffing update

Director Stern noted that she received 24 applications for the position that is split between the Community Center and library. She noted that she will be interviewing for that position during the next week or two. Director Stern noted that there were some staffing challenges in February due to having a couple of staff members out for multiple days at the same time, and with the two open positions. She noted that she has made an offer for the youth intern position, so hopefully the two people that will be sharing that position will start soon. Director Stern noted that she is working on finishing up annual staff evaluations as well.

b. Staff training opportunities

Director Stern noted that staff have been attending a few trainings lately. She noted that some have been part of a series about creating an antiracist library culture, some have taken a customer service training, and all staff members will be taking a cyber security training through KnowBe4. Prior to the cyber security training there were some test emails sent out to test the staff members and get a baseline of how safe they are being online.

c. Miscellaneous

None

XI. Reports from Department Heads

a. Public Services Librarian

Library Stuenkel noted that there will be a series of classes regarding retirement and financial wellness.

b. Youth Librarian

Librarian Hosford noted that it was decided when going through the youth intern applications that it would be difficult to find one applicant that is able to work all of the times when they are needed. She noted that due to this the position is being split with one person working 14 hours, and another will work 15 hours. Librarian Hosford noted that hopefully they will start in time for spring break. She noted that during spring break there will be a variety of crafts for youth patrons to complete each day. Librarian Hosford noted that there will also be an escape room set up that will involve patrons needing to open up a box rather than escaping a room. She noted that she will hopefully be installing the new storywalk prior to spring break as well. Librarian Hosford noted that there are a couple of March Madness style brackets up in the youth department where patrons can vote on books. She noted that the new browsing bins have been installed, but there are some adjustments and finishing needed.

c. Technology Librarian

Director Stern noted that Library Gitchell Thompson emailed her some information to share at the meeting. She noted that the security certificates have been renewed through March 2023, our KnowBe4 account has been set up, she has purchased some new security software for staff stations, she is working on getting self check #1 fixed, and she is working on upgrading the security camera system to allow cloud access so Director Stern will not need to be in the building to go through the footage when a review is necessary.

XII. Referred for Board Action

a. Approve revised Collection Development Policy and related documents

President Sulentic noted that that it doesn't look like there is large amount changed. Director Stern then noted some of the changes in the policy including the requirement that the policy and other statements must be read. She noted that the statements will be included under the policy on the website, and some packets will be available at the service desks.

MOTION: (Behm, Browne) to approve the revised Collection Development Policy and related documents. Passed.

- i. CFPL Collection Development Policy
- ii. Statement of Concern About Library Materials
- iii. Library Bill of Rights
- iv. Freedom to Read Statement
- v. Freedom to View Statement

vi. Letter from the Library Director regarding Statement of Concern (to be provided with Statement of Concern packets)

b. Approve extending the library mask policy through April 6, 2022

Director Stern reviewed what the policy is.

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

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

a. Friends of the Library

Since there was not a liaison to attend their last meeting there is nothing to report.

b. Finance: No meeting needed in March

c. Personnel

Since annual evaluations were mentioned earlier a question was asked regarding when the one for Director Stern is due. Director Rodenbeck noted that they are usually due at the end of March. Director Stern noted that she can send the committee the form that was used for her evaluation last year.

d. Library Art

Member Behm noted that she has nothing to report.

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

None

Motion to adjourn (Behm, Browne). Passed. Meeting adjourned at 4:49.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem