

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

Members present: Bessman Taylor, Browne, Chadwick, Cormaney, Green, Kenyon, Sulentic; Staff present: Daniels, Hosford, Stern, Stuenkel; Guests present: Rodenbeck, Sorensen, Williams.

- I. President Sulentic called the meeting to order at 4:02.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Cormaney, Browne) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval  
MOTION: (Kenyon, Green) to approve the minutes as presented. Passed.
- IV. Public Forum  
The guests, Sorensen and Williams, were introduced.
- V. Board Training update  
None
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
Assistant Daniels mentioned that there is a bill after the normal report for approval as it came in too late to be included in the report. Member Kenyon inquired about how often there is a bill from Able in the packet. Director Stern noted that it might become a monthly expenditure in the future, but currently it is an as needed bill.  
MOTION: (Cormaney, Browne) to approve the April bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
None
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
Assistant Daniels noted that there are a couple of requests that are ready to close out, so he will be submitting them soon. Director Stern noted that the reimbursement for the purchase of the book bike should be arriving soon as well since the paperwork has been submitted. Librarian Hosford noted that she is hoping to get the book bike into the Sturgis Falls parade.
- VIII. Usage Report

President Sulentic noted that the numbers for March look good. Director Stern noted that the week of spring break saw the first couple of days have almost as many patrons each day as there was pre-COVID. Librarian Hosford noted that the numbers for youth has started to go up as well since the new browsing bins have been installed which makes it easier to choose items.

IX. Director's Report

a. Privacy room

Director Stern noted that it is about the size of a telephone booth, and was installed recently. She noted that it is close to sound proof and designed for use when patrons need to make private phone calls or Zoom meetings.

b. FY23 budget

Director Stern noted that the budget is on the agenda for the City Council meeting on the 16<sup>th</sup>, and included for approval.

c. Staffing update

Director Stern noted that one of the part-time library positions will become full-time. She noted that Assistant Michaelsen has started working at the Community Center, and will also work for four hours every two weeks at the library in either the circ or reference department. Director Stern noted that the open position in reference and youth intern position have been advertised. She then discussed the IT position that is open and the plan for that position. Director Stern noted that a few options were analyzed, and each had advantages and disadvantages associated with them. She noted that after considering the options, an additional City IT position will be added that will primarily work with the library. Director Stern noted that she has a draft of the advertisement that will be going out unless there are any strong objections.

Member Kenyon inquired about how this would work in terms of splitting the cost of the position. Director Stern noted that all of the departments currently pay towards the cost of City IT services, so this would change the budgeted amount some, but the cost is budgeted for. Some of the members voiced their support for this choice, and Director Stern noted some of the work that City IT has already done to help the library out. Member Bessman Taylor inquired about if Director Stern will need to go over with City IT any library specific concerns in regards to IT. Director Stern noted that she has discussed some of these issues with them, and some of the library necessary specifications were already known by City IT due to their work with other departments. Director Rodenbeck noted that City IT is also accustomed to getting calls after hours, so if there are any major issues that arise, the library can still receive support. Director Stern noted that when issues such as getting pitches from ILS companies happen, that she will invite City IT to the presentations so they are informed and can ask any questions about the software that they would need to know.

d. Policies for review and/or revision: Confidentiality, Display Case (1<sup>st</sup> Floor), Display Case (2<sup>nd</sup> Floor), Meeting Rooms

Director Stern noted that there are some policies attached for review and/or revision.

e. Miscellaneous

Director Stern noted that the term of Members Behm, Blair-Broeker, and Kenyon will expire at the end of June. Due to this she will be discussing with Members Blair-Broeker and Kenyon regarding if they would like to serve an additional term. Director Stern noted that due to the limit of service, Member Behm will not be able to serve another term.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that there will be a seedling swap on Saturday, and there will be lots of programs as part of Summer Reading. She noted that on Mondays there will be camp based programs that involve crafts in conjunction with the Hearst. Librarian Stuenkel noted that there will also be a bike night, and a program with Hartman Reserve regarding surviving in the woods. She noted that she is hoping to get the Cedar Falls Mayor to host a program about making maps, and there will be walking book discussions in the morning on Tuesdays.

b. Youth Librarian

Librarian Hosford noted that May is the month for field trips and preparing for the summer programs. She noted that she does not have the full list of programs scheduled with her, but the list is available on the website. Librarian Hosford noted that she is working on setting up an ASL course, and based upon the suggestion of a patron, there will be a short script puppet show contest. She noted that the winning script will be part of the puppet show in July. Librarian Hosford noted that she has been working on making the storywalk more accessible for the blind and print disabled. She noted that she had learned that there is a process that she can get the stories turned into clear Braille panels that can be attached to the storywalk signs. Librarian Hosford noted that recordings of the stories can also be created that patrons can use via an app designed specifically for the blind and print disabled. She noted that a braille book could also be created that could be circulated, and she is hoping to install the next story in the storywalk around Memorial Day or early June. Librarian Hosford noted that she will also be creating a display in the 2<sup>nd</sup> floor display case in conjunction with Hartman Reserve.

XI. Referred for Board Action

a. Approval of FY23 Library Budget

President Sulentic inquired about how this works in regards to the e-materials lines. Director Stern noted that when the budget is created that the amount for levy is not known, so she meets with the selectors at the beginning of the new fiscal year to determine how much each line gets based upon an allocation calculation.

MOTION: (Green, Chadwick) to approve the FY23 Library Budget. Passed.

b. Approval of policies

i. Confidentiality

MOTION: (Browne, Kenyon) to approve the Confidentiality policy as presented or revised. Passed.

ii. Display Case (1<sup>st</sup> Floor)

Member Kenyon inquired if there is still a Community National Bank or not. Director Stern noted that she is not sure, but they are still listed since they provided the funding for the display case. Member Browne noted that she believes after where “can” is crossed off, that “will” was to be included. Director Stern noted that she will add that to the policy.

MOTION: (Green, Browne) to approve the Display Case (1<sup>st</sup> Floor) policy as presented or revised. Passed.

iii. Display Case (2<sup>nd</sup> Floor)

MOTION: (Green, Cormaney) to approve the Display Case (2<sup>nd</sup> Floor) policy as presented or revised. Passed.

iv. Meeting Rooms

MOTION: (Browne, Cormaney) to approve the Meeting Rooms policy as presented or revised. Passed.

c. Approve extending the library mask policy through June 1, 2022

MOTION: (Browne, Chadwick) to approve extending the library mask policy through June 1, 2022. Passed.

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

a. Friends of the Library

Member Browne was not able to attend the meeting, but did show off the new logo.

b. Finance: No meeting needed in May

None

c. Personnel

Member Bessman Taylor noted that the evaluation was sent out again due to some not receiving it. As a result, they have compiled the data, and will be meeting with Director Stern to go over the results.

d. Library Art

Member Green volunteered to be part of this committee.

XIII. Unfinished business

None

XIV. New business

Director Rodenbeck noted that she was contacted by the Cedar Falls Community Foundation regarding the ability for employees to contribute via payroll deduction. She noted that it is being set up so they can contribute to funds associated with the City.

XV. Adjournment

Motion to adjourn (Green, Kenyon). Passed. Meeting adjourned at 4:48.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem