

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
August 3, 2022 4:00 PM
Cedar Falls Public Library
Conference Room

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

- I. Vice President Cormaney called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Blair-Broeker, Chadwick) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval
MOTION: (Blair-Broeker, Green) to approve the minutes as presented. Passed.
- IV. Public Forum
None
- V. Board Training update
Member Green noted that he sent an email to Director Stern.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there are two reports since some bills are for the 2022 fiscal year, and some for 2023. He noted that there is also an invoice from the inservice speaker as well so it can be approved. Member Chadwick inquired about the amount. Assistant Daniels noted it is \$2,000 for the speaker fee, and \$1,600 for the survey. Member Blair-Broeker inquired if it has been paid yet. Assistant Daniels noted it has not been paid for. Director Stern noted it is in the packet to see if the amount to be spent is approved. Member Blair-Broeker noted it is nice to see that there is a discount.
MOTION: (Chadwick, Blair-Broeker) to approve the July bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
Assistant Daniels noted that the June report is a draft since it has not been closed out yet. He noted he put in what the balances are currently to give an estimate of how the 2022 fiscal year will look.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None

VIII. Usage Report

Vice President Cormaney noted it looks like there are some patrons using curbside still. Member Blair-Broeker noted that it looks like June was a good month compared to the previous month, and the same time the previous year. Vice President Cormaney noted it looks like a big jump. Member Bessman Taylor noted she was wondering if people would have broken their summer library habit, but they did not.

IX. Director's Report

Director Stern thanked everyone for their support over the last couple of weeks. She then noted some of the events that have transpired. Director Stern noted that a kit for raising Monarch butterflies was purchased. She noted that Assistant Michaelsen will be collecting eggs, and the kit will eventually be in the youth department so patrons can watch the process. The amount of habitats for these butterflies was mentioned with some areas as potential habitats for them also being mentioned.

a. Staffing update

Director Stern noted that the ads for the reference, young adult, and youth intern positions have been posted. She noted that she is also asking for approval to fill an open position in circulation. Director Stern noted that she has had a conversation with Director Rodenbeck regarding the feeling of being perpetually understaffed, and Director Rodenbeck noted that this has been discussed recently. Director Rodenbeck then discussed some of the ideas that have been discussed recently in regards to this issue.

b. State reports for FY22

Director Stern noted that she has turned in the Open Access, Interlibrary Loan, and Direct State Aid reports. She noted that the annual survey is due in October, so she will share details from the survey at the November meeting.

c. Staff inservice update

Director Stern noted that during the inservice the speaker will have staff complete Clifton Strengths from Gallup to help staff determine their strengths and joys at work.

d. Miscellaneous

Director Stern noted that one of the items to be approved today is how to deposit a donation from a patron in regards to purchasing a book brick for her son. She noted that it could be deposited to pay for materials, deposited in the Beckman Vision Fund, or any other way that is decided. Member Blair-Broeker inquired if the patrons made any specific request. Director Stern noted that she did not, but she noted that the patron's son was into science fiction books.

Director Stern noted that some on the committee were on vacation, so no new members for the Library Board of Trustees have been selected yet. Member Bessman Taylor inquired about how many applications have been received. Director Stern noted that she believes that five applications have been received.

Director Stern noted that interviews for the new IT position have been happening this week. She noted that the first interviews have happened previously, and the ones happening this week are second interviews. Member Chadwick inquired about who is the person overseeing the website. Director Stern noted that Assistant Sitzmann has been overseeing the website. Member Chadwick noted he was hoping to talk with Assistant Sitzmann in regards to making the site a little more mobile device friendly.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that she recently added a showing of a documentary by the Iowa Justice Action Network to the calendar on September 6th. She noted that the documentary is about former prisoners successfully reentering society, and will be shown at 6:30 PM. Librarian Stuenkel noted that she is hoping to have someone that is in the documentary come and talk to patrons after the viewing. She noted that 219 patrons registered for the program. Librarian Stuenkel noted that 61 of them finished, and an additional 25 patrons completed half of the program.

b. Youth Librarian

Director Stern noted that Librarian Hosford is at a conference, and is confident that she will update everyone at the next meeting.

XI. Referred for Board Action

a. Approve deposit of Luke Knebel memorial donation

Vice President Cormaney inquired if there would be an indication on the materials purchased regarding the memorial if this was deposited to purchase materials. Director Stern noted that that could be done. Member Bessman Taylor noted that it makes sense to deposit the money to purchase materials due to the patron's son enjoying the collection.

MOTION: (Bessman Taylor, Chadwick) to approve deposit of the Luke Knebel memorial donation to purchase materials. Passed.

b. Approve filling 25 hr. library assistant vacancy in circulation

MOTION: (Chadwick, Blair-Broeker) to approve filling 25 hr. library assistant vacancy in circulation. Passed.

c. Approve extending the library mask policy through September 7, 2022

Member Bessman Taylor noted that it makes sense to extend the policy due to Black Hawk County being in the high risk zone.

MOTION: (Blair-Broeker, Chadwick) to approve extending the library mask policy through September 7, 2022. Passed.

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

a. Friends of the Library

Member Browne noted that they did not meet in July, but they will be meeting on August 11th.

b. Finance: No meeting needed in August

None

c. Personnel

None

d. Library Art

Director Stern noted that she will send Member Green some documents via email.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Bessman Taylor, Chadwick). Passed. Meeting adjourned at 4:30.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem