

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
September 7, 2022 4:00 PM  
Cedar Falls Public Library  
Conference Room

Members present: Bessman Taylor, Browne, Chadwick, Cormaney, Green, Sulentic; Staff present: Daniels, Hosford, Stern, Stuenkel; Guests present: McGovern.

- I. President Sulentic called the meeting to order at 4:02.
- II. Agenda: Corrections/additions/deletions/approval  
Director Stern asked to add filling a youth intern position to the agenda as one of the interns resigned after the packet was sent out.  
MOTION: (Browne, Cormaney) to approve the agenda as amended. Passed.
- III. Minutes: Correction and approval  
MOTION: (Cormaney, Chadwick) to approve the minutes as presented. Passed.
- IV. Public Forum  
Director Stern noted that Sheryl McGovern will talk about an item in the Referred for Board Action section.
- V. Board Training update  
Director Stern noted that Member Green emailed her about some training he completed.
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
President Sulentic inquired if there was anything special with the bills. Assistant Daniels noted that the bills are the usual ones for this period of the year, but there are two bill reports due to one for FY22 and FY23.  
MOTION: (Chadwick, Browne) to approve the August bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
Assistant Daniels noted that the report for FY22 is listed as preliminary since that fiscal year has not been closed out yet. He noted that the report in the next month should be final, and there should be a report for FY23 included as well.
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None
- VIII. Usage Report

President Sulentic noted that the numbers look positive, but the curbside numbers are a little low. Member Browne inquired if the numbers for curbside will start to increase once snow starts falling again.

IX. Director's Report

a. Staffing update

Director Stern noted that Assistant Anhalt was chosen to fill the full-time reference position. She noted that the young adult librarian position has been posted again since none of the applications received met the qualifications. Director Stern noted that the posting has been updated so that the qualifications section allows for candidates currently working on their degree, but will be finished within three years. She noted that interviews to fill the vacant intern position will be happening through next week. Director Stern noted that the open position in the circulation department has closed, so she will be receiving the applications soon. She noted that the new IT employee will be starting next week, and will be cross training part of the time in addition to being at the library two days a week. Director Stern noted that after training is completed, they will spend a majority of their time at the library until the list of issues is resolved.

b. Staff surveys: Employee Satisfaction and Clifton Strengths

Director Stern noted that a City of Cedar Falls survey was sent out about employee satisfaction. She noted that there is also a Clifton Strengths survey related to the inservice that most employees have filled out. Director Stern noted that she is interested to see how this can be used in everyone's work.

c. Interruption of book orders and annual survey

Director Stern noted that a vendor was the victim of a ransomware attack, so orders for materials have not been able to be placed with that vendor. She noted that this vendor provided some of the infrastructure for the annual survey, so work on that has not happened either. Member Chardwick inquired if the attack was still ongoing. Librarian Stuenkel noted that the attack is over, but the vendor is still working on going through their system to ensure that everything is as it should be.

d. Branding RFP update

Director Stern noted that the RFP has been live since the end of August, and there have been some questions coming in from potential bidders. She noted that the bids are due by September 30<sup>th</sup>, and might complete some interviews with bidders after the opening of the bids. Director Stern noted that the branding work will happen between December 1<sup>st</sup> and April 30<sup>th</sup>.

e. Room naming request from the Friends of the Library Board

Sheryl McGovern discussed the reasoning for the request to name the conference room after Sue Doody and Maelou Baxter. She noted that they are longtime volunteers at the library, and have worked hard to make it a great library for patrons. It was noted that they helped with drumming up support for the library levy proposal. She noted that in the past a book brick is usually created, but one is already dedicated to them. Due to this, she was hoping for the conference room to be named after them even if it is just for a few years.

f. Iowa Library Association Conference Oct. 12-13 in Coralville

Director Stern noted that they do have a schedule for Trustees.

g. Miscellaneous

Director Stern noted that some policies are part of the packet for review as part of the accreditation process. She noted that there are just minor revisions in the policies attached.

Member Cormaney inquired about an update regarding new Trustees. Kelly noted that work is being done, but there have been scheduling issues.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that September 22<sup>nd</sup> is Frodo and Bilbo's birthday, so some programs are planned in conjunction with this. She noted that there is a program for patrons to translate Tolkien on September 19<sup>th</sup>. Librarian Stuenkel noted that patrons will also be able to make door crafts on the 20<sup>th</sup> in conjunction as well.

b. Youth Librarian

Librarian Hosford noted that there will be a party on the 22<sup>nd</sup> to celebrate Frodo and Bilbo's birthday. She noted that since she was not at the meeting last month, she has the final numbers from over the summer. Librarian Hosford noted that 984 children registered, and 106 teens as well. She noted that while youth registrations are not back to pre-pandemic levels, the amount of teen registrations is. Librarian Hosford noted that 1,300 books have been given away this year, and more books will be given away at storytimes and other events as well. She noted that the youth department will not be doing a lot of programming this month since plans are being made for fall. Librarian Hosford noted that the storywalk was updated this weekend, and that she has received positive comments regarding adding braille to the storywalk signs. She noted that she might be creating one in conjunction with Community Main Street for Halloween. Librarian Hosford noted that a couple of authors will be attending storytimes this month. She noted that she is also looking at updating the teen book club by separating it into two book clubs based upon age.

XI. Referred for Board Action

a. Approval of Policies

i. Electronic Intellectual Freedom

President Sulentic inquired if there were any changes. Director Stern noted that there are a few suggested by staff. Member Browne noted that the cyberspace portion is no longer mentioned in the ALA statement.

MOTION: (Browne, Chadwick) to approve the Electronic Intellectual Freedom policy. Passed.

ii. Gift and Donor Recognition

MOTION: (Cromaney, Chadwick) to approve the Gift and Donor Recognition policy. Passed.

iii. Library Behavior

President Sulentic noted it looks like there are a couple of changes. Director Stern noted that it was suggested to change the wording to safe as opposed to good. Member Browne inquired if the suspension noted in the last paragraph can be done by any staff member. Director Stern noted that bans are completed by her, and they do not happen very often. Member Browne suggested noting who has the power to ban someone. Member Green inquired if the policies are reviewed by an attorney. Director Stern noted that the policies that seem like legal advice is needed are reviewed.

MOTION: (Green, Browne) to approve the Library Behavior policy as amended. Passed.

iv. Petition/Soliciting

MOTION: (Browne, Green) to approve the Petition/Soliciting policy. Passed.

b. Approve extending the Masks to Prevent the Spread of COVID-19 policy through October 5, 2022

It was suggested to extend the mask policy for more than a month at a time with it being suggested to extend it through March 1, 2023.

MOTION: (Chadwick, Browne) to approve extended the Masks to Prevent the Spread of COVID-19 policy through March 1, 2023. Passed.

c. Approve request to name the library conference room the *Sue Doody and Maelou Baxter Conference Room*

Member Browne inquired if this would be an indefinite naming of the conference room.

President Sulentic noted that he does not believe specifics in regards to time have to be set up.

Member Chadwick suggested putting a time limit on the naming. Member Green agreed and suggested limiting it to 5 to 10 years.

MOTION: (Green, Chadwick, Browne) to limit the naming to 10 years. Passed.

MOTION: (Chadwick, Browne) to approve the request to name the library conference room the *Sue Doody and Maelou Baxter Conference Room* as amended Passed.

d. Approve filling part-time youth intern position

President Sulentic inquired about the number of hours for the position. Director Stern noted that the three intern positions can work up to 58 hours per week between them.

MOTION: (Bessman Taylor, Browne) to approve filling part-time youth intern position. Passed.

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

a. Friends of the Library

Member Browne noted that she was not at the last meeting, but they are having another meeting tomorrow. She noted that they have 125 members with about half of them renewing their memberships in the last four or five months. Member Browne noted that their next book discussion will be on September 27<sup>th</sup> at 7 PM.

b. Finance: No meeting needed in September

None

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

None

Motion to adjourn (Browne, Chadwick). Passed. Meeting adjourned at 5:11.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem