

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
October 5, 2022 4:00 PM  
Cedar Falls Public Library  
Conference Room

Members present: Bessman Taylor, Blair-Broeker, Browne, Chadwick, Cormaney, Green; Staff present: Daniels, Hosford, Stern, Stuenkel; Guests present: Bozik, Rodenbeck, and representatives from IFC Studios.

- I. Vice President Cormaney called the meeting to order at 4:01.
  
- II. Agenda: Corrections/additions/deletions/approval  
Director Stern noted that in Section IX that staffing should be staff instead, and in Section XI that library mask should be library cards. She noted that she also needs to add approving an evacuation site agreement with Lincoln Elementary to Section XI.  
MOTION: (Browne, Blair-Broeker) to approve the agenda as amended. Passed.
  
- III. Minutes: Corrections and approval  
MOTION: (Green, Browne) to approve the minutes as presented. Passed.
  
- IV. Public Forum  
Guest Bozik gave a presentation regarding what the Friends of the Library have done since they were formed 40 years ago. She also encouraged those that were in attendance to join the group if they were not already a member.
  
- V. Board Training update  
None
  
- VI. Communication from Officers: Action appropriate to the communications  
None
  
- VII. Bills: Corrections/additions/deletions/approval  
MOTION: (Blair-Broeker, Chadwick) to approve the September bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
Vice President Cormaney noted that it is good to see FY22 is closed out. Member Browne inquired about the naming of the documents using 2022, but 2023 is listed in the documents. Assistant Daniels noted that this is because the name is based upon the actual date, and the information inside the document represents the fiscal year.
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
Vice President Cormaney inquired about how much of a hit the funds have taken. Director Stern noted she has not seen a recent statement, so she is unsure. Member Browne inquired about

how the money for the Dolly Parton Imagination Library is holding up. Director Stern noted that there is about \$76,000 in the fund the last time she looked. She noted that she is also working with Assistant Director Rutledge at the Waterloo Public Library in regards to asking for a donation from a trust. Member Browne inquired about the enrollment. Director Stern noted that there are 1,700 enrolled currently, and 200 were added at the end of September.

VIII. Usage Report

Director Stern noted that the numbers are up a little from the previous year.

IX. Director's Report

a. Staff inservice

Director Stern noted that the staff took a survey with Clifton Strengths prior to, and learned about their strengths during the inservice. Now the staff will work on how to leverage those strengths in order to work better as a team. Director Stern noted that she believes that the majority of staff were not surprised by their results, and it was interesting to see what strengths were the predominant ones among the staff.

b. Staffing update

Director Stern noted that she is asking to fill a 29 hour position as Librarian Refer has been hired as the Assistant Director at the Hudson Public Library. She noted that the interviews for the young adult position have concluded, and they are checking references and completing other requirements currently, so hopefully she will have a name at the next meeting. Director Stern noted that the circ position has been filled, and that they will start on November 1<sup>st</sup>. She noted that the search for youth interns is ongoing, and that the positions are open until filled.

c. Policies: 3D Printer, Co-Lab, Circulation, Interlibrary Loan, Library Cards

Director Stern noted that the staff have reviewed the policies and made suggestions.

d. Opening of sealed bids for CFPL branding project

Director Stern noted that an RFP was sent out to all of the marketing firms that were listed on the Grow Cedar Valley website. She noted that some made inquiries to learn more about the project, and a couple had to decline for various reasons. Director Stern noted that there is a response from Moxie, and one from IFC Studios. She displayed the responses and noted that she would email them out to all of the members so they can better review them in order to choose one at the next meeting. Director Stern noted that if any additional information is needed, she can arrange that with the companies. Member Green inquired about if any deadlines will be included in the email. Director Stern noted that any deadlines for the project are noted in the RFP, otherwise the only other deadline is the vote next month.

e. Miscellaneous

Director Stern noted that she will be working with President Sulentic and Kelly Dunn to interview candidates for the Board of Trustees open positions on Wednesday, and then they will forward on their recommendations. She noted that hopefully they will start in November or December.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that there are a couple of crafting events coming up this month on the 10<sup>th</sup> and 18<sup>th</sup>. She noted that there is also a walking book discussion on Tuesday mornings as well.

b. Youth Librarian

Librarian Hosford gave a shout out to the staff of her department as they held 45 programs and field trips this past month that reached 929 youth patrons. She noted that she will be creating an additional book club for 7<sup>th</sup> to 9<sup>th</sup> grade patrons since the types of books they would be interested in can be different from patrons in 10<sup>th</sup> to 12<sup>th</sup> grade. Librarian Hosford noted that this month there will be a spooky story contest with winners from two different age groups chosen on Halloween. She noted that there will be a puppet show tomorrow, and noted that Assistant McNamee writes the scripts for the puppet shows. Librarian Hosford noted that there will be an interactive showing of Hocus Pocus, and a spooky storytime as well.

XI. Referred for Board Action

a. Approve filling 29-hour library assistant vacancy in reference

MOTION: (Chadwick, Blair-Broecker) to approve filling 29-hour library assistant vacancy in reference. Passed.

b. Approval of Policies

MOTION: (Browne, Chadwick) to approve all of the policies. Passed.

i. 3D Printer

Member Blair-Broecker suggested having the prices stated somewhere on the website as opposed to being part of the policy so they can be updated as needed without having to approve a new policy.

ii. Co-Lab

Vice President Cormaney inquired about the portion of the policy regarding patrons bringing in their own supplies. Director Stern noted that it is in there as some quilters bring in their own sewing machines, etc. Vice President Cormaney inquired if any specifics need to be added to the policy regarding what can be brought in. It was noted that the behavior policy should cover any issues that might come up.

iii. Circulation

Member Browne noted that the sentence about reserving items should be updated from “was reserved under” to “were reserved under” instead.

iv. Interlibrary Loan

Member Browne inquired about the change regarding the ILL fee. Director Stern noted that with IAShared, etc. there is not the same issue that necessitated the fee originally, so it makes sense to just charge patrons if they do not pick up their items.

v. Library Cards

Member Bessman Taylor inquired about age versus grade in terms of which type of card a patron receives. Director Stern noted that it is either or with the age and grade levels noted. Member Chadwick inquired if this is the same at the Waterloo Public Library. Librarian Hosford noted it is pretty common across libraries.

c. Approve an evacuation site agreement with Lincoln Elementary

MOTION: (Chadwick, Blair-Broecker) to approve an evacuation site agreement with Lincoln Elementary. Passed.

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

a. Friends of the Library

Member Browne noted that the week of the 16<sup>th</sup> is National Friends of the Library Week. She noted that they have also discussed whether to sell items online due to constraints with the size of the Book Nook.

b. Finance: No meeting needed in October

Director Stern noted that a meeting might be needed in November in order to approve sending foundation requests to the entire board in December.

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Bessman Taylor, Blair-Broeker). Passed. Meeting adjourned at 4:48.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem