

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

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

- I. President Sulentic called the meeting to order at 4:03.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Bessman Taylor, Blair-Broeker) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval  
MOTION: (Cormaney, Green) to approve the minutes as presented. Passed.
- IV. Public Forum  
Director Stern introduced Guest Suttles, and noted that he was here to observe the meeting for a class he was taking. She then introduced the representatives from IFC Studios. One of the representatives noted that they are there in case there are any questions for them.
- V. Board Training update  
None
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
President Sulentic inquired if there was anything unusual in the bills. Assistant Daniels noted that there was not anything unusual.  
MOTION: (Cormaney, Chadwick) to approve the October bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
None
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
President Sulentic noted that hopefully the last quarter of the year will be better than the last few quarters.
- VIII. Usage Report

Member Blair-Broecker inquired about the decrease in reference questions from the previous year. Director Stern noted that she had inquired about this previously and noted that one of the reasons she was given was the introduction of the Libby app greatly reduced patron questions regarding OverDrive. Assistant Daniels noted that he believed being closed during COVID played a role as well as patrons had to call or email questions that they could normally find for themselves when being at the library. Member Bessman Taylor inquired about if the library is doing anything with Iowa Workforce. Director Stern noted that a couple of programs have happened with them this year. Member Green inquired if the curbside service will ever be suspended. Librarian Stuenkel noted that the staff do not mind providing the service, and the usage might increase due to the change in seasons.

IX. Director's Report

a. State Library workshops: Disaster planning and space planning post-COVID

Director Stern noted that she attended this workshop with Librarian Stuenkel. She noted that a disaster plan was created years ago, but she will be working with Librarians Hosford and Stuenkel to create a new one with the template they were provided. Director Stern noted that they also now know a person that they can reach out to if they need assistance. She noted that she will be attending another workshop with Librarian Stuenkel regarding space planning post-COVID.

b. Library branding project

Director Stern noted that choosing a company is part of the agenda, and the proposals that were emailed out to everyone after they were opened at the last meeting are towards the end of the packet.

c. Library closings 2023

Director Stern noted that the list of closings for 2023 are part of the packet for approval.

d. Annual survey submitted

Director Stern noted that the survey was submitted, and thanked Member Cormaney for signing the survey. She noted that she is working on her annual presentation that is based upon the survey.

e. Staffing update

Director Stern noted that work is still being completed to fill the intern positions in the youth department. She noted that Megan Blackford will be starting this month as the new librarian for the young adult department. Director Stern noted that she met with Librarians Hosford and Stuenkel regarding staffing needs, and they have worked out the amount of employees that are needed for each department. She noted that this will require some new positions, changes of some part-time positions to full-time, etc.

f. Miscellaneous

Director Stern noted the names of the two individuals that were chosen as potential new members of the Board of Trustees, and their names were forwarded on to continue the selection process. She noted that they will be interviewed as part of the Committee of the Whole on the 7<sup>th</sup>. Director Stern noted that Member Browne turned in her resignation effective as of the middle of this month.

Member Chadwick then inquired about the time the meeting is held each month as it seems a little early. Director Stern noted that they could choose to change the time of the meeting if they would like it at a different time. President Sulentic then inquired about if the time was changed how that would affect the employees that attend the meetings. Director Stern noted

that they would just work a different schedule on the days when there is a meeting. Member Browne noted that she thought it was worth a discussion.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that one of the programs this month will be My Native Story: Past, Present, and Future with Sonja Bock on the 17<sup>th</sup>.

b. Youth Librarian

Librarian Hosford noted that 19 businesses participated in the storywalk that was part of Main Street Trick or Treating. She noted that in addition to the library giving out candy during this event, books were handed out as well. Librarian Hosford noted that she will be viewing a showcase of performers online tomorrow. She noted that the youth department will have a program regarding decomposing pumpkins, and she will be changing out the storywalk. Librarian Hosford noted the new book will be 10 Ways to Hear Snow, and there will be braille signs attached as she has done previously.

XI. Referred for Board Action

a. Approve bid for the library's branding project

Member Blair-Broeker inquired about the hosting fees listed in the IFC Studios bid to see if they were reasonable. Director Stern noted that she had inquired about that, and was told that the amount is reasonable.

MOTION: (Chadwick, Blair-Broeker) to approve choosing bid from IFC Studios for the library's branding project.

b. Approve proposed library closings for 2023

President Sulentic noted he assumed the dates were the standard ones. Director Stern noted that they were.

MOTION: (Cormaney, Chadwick) to approve proposed library closings for 2023.

c. Approve revised library policies

Member Browne noted that each policy looked like it had minor changes, so she suggested approving all of them together.

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

i. Policy Regarding Registered Sex Offenders

ii. Safe Child Policy

iii. Security Cameras

Member Blair-Broeker inquired about the statement regarding approval being needed for requests for security camera footage as he wondered about the designated staff portion.

Director Stern noted that Librarians Hosford and Stuenkel are the designated staff when she is not in the building. Member Blair-Broeker inquired if this was the same for other policies.

Director Stern noted that they would be the designated staff for other policies as well.

iv. Use of Wheelchair and Motorized Cart

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

a. Friends of the Library

Member Browne noted that she was unable to attend the last meeting, but know that their focus was on National Friends of the Library week, and working on signing up new members.

Member Browne then inquired if Director Stern knew of any other updates. Director Stern noted that she knows they are working on becoming more technology independent as they are working on creating their own website.

b. Finance: Meeting Wed., Nov. 30 at 4 p.m. in the conference room

President Sulentic noted it looks like a meeting is needed. Director Stern noted that one is needed in order to review staff requests for funds from the various endowments.

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Browne, Cormaney). Passed. Meeting adjourned at 4:47.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem