

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

Members present: Bessman Taylor, Blair-Broecker, Chadwick, Cormaney, Graziano, Green, Roelofse; Staff present: Daniels, Hosford, Stern; Guests present: Rodenbeck.

- I. Vice President Cormaney called the meeting to order at 4:02.
Due to two new members starting, each of the members introduced themselves.
- II. Agenda: Corrections/additions/deletions/approval
Assistant Daniels noted two changes to make due to typos.
MOTION: (Chadwick, Bessman Taylor) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
MOTION: (Green, Bessman Taylor) to approve the minutes as presented. Passed.
- IV. Public Forum
None
- V. Board Training update
Director Stern noted that reading the manual counts, and the orientation for the new members counts as well.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Member Blair-Broecker inquired about the building repair line since the amount expended is above the budgeted amount. Assistant Daniels noted that the reason was due to a new set of doors being installed that have no fixed middle piece in order to allow larger items like the book bike to enter and exit the building.
MOTION: (Blair-Broecker, Chadwick) to approve the November bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report

Member Graziano inquired if there is a typical pattern in the usage numbers over the year. Director Stern noted that the highest patron counts usually happen in June and July, and the winter months are usually the lowest. She noted that April is an average month. Member Blair-Broeker noted he thought the numbers looked good this month. Member Roelofse noted that if the weather has an effect on the patron count, does it also have an effect on the usage of electronic resources. Director Stern noted that at the beginning of the pandemic there was an increase in usage, but the usage started to decrease during the second year. Member Bessman Taylor noted that she has read that most patrons will use these types of resources when they have to, but go back to print resources when they can. Member Chadwick inquired about how far back the statistics go in order to potentially see a graph of the last five years. Vice President Cormaney noted that it looks like the curbside number is back up again.

IX. Director's Report

a. Staffing update

Director Stern noted that the new part-time reference employee starts on Friday. She noted that she is also asking for approval later in the agenda for another vacancy in the reference department.

b. Executive summary of climate survey

Director Stern noted that this was included in the packet so each member can review it. She noted that she assumes that someone from the HR department will discuss the survey with her about library specific items, and will share that information with the members after that happens.

c. Miscellaneous

Director Stern noted that if it is decided to revise the bylaws, she has directions to help with this. She noted that the branding kickoff will be happening tomorrow.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Hosford noted that Librarian Stuenkel asked her to report that there will be a blood drive on January 19th from 1 to 6 PM.

b. Youth Librarian

Librarian Hosford noted that storytimes have been paused until January. She noted that there is a puppet show scheduled this month along with various crafts. Librarian Hosford noted that there will a New Year's Eve party on the 30th which will involve a countdown to Noon. She noted that Librarian Blackford has some drop-in programs schedule for teen patrons.

XI. Consider amendments to the Board of Trustees Cedar Falls Public Library Bylaws

Director Stern noted that since Member Chadwick inquired about potentially changing the meeting time, the bylaws would need to be revised since it is noted in the bylaws that the meeting time is set at the July meeting. She noted that the bylaws are included in the packet so each member can think of any changes as a redline version would need to be sent out to all of the members at least 10 days before the changes can be voted on. Member Blair-Broeker suggested waiting until the July meeting since we are at the middle of the fiscal year, and all of the current members signed up based upon the current meeting day and time. The difficulties for some people to become members, and for the public to attend meetings due to the start time was mentioned. An inquiry regarding the public meetings of other departments occurred,

with Director Rodenbeck providing the days and times of the meetings of some of the other departments. Vice President Cormaney suggested taking out the part about the meeting day and time being set in July. It was then suggested to potentially add in about any permanent changes to day and time only going into effect after a certain length of time after the change has been approved. It was then suggested to review all of the bylaws, so Director Stern noted that they should be reviewed for discussion at the January meeting so any suggested changes could then be voted on at the February meeting.

XII. Referred for Board Action

- a. Approve filling a full-time library assistant vacancy in the reference department

MOTION: (Blair-Broeker, Bessman Taylor) to approve filling a full-time library assistant vacancy in the reference department.

- b. Approve revised library closings for 2023 to include Martin Luther King, Jr. Day, January 16, 2023

Director Stern noted that a revised version is being presented as staff would like to add Martin Luther King, Jr. Day to the schedule.

MOTION: (Blair-Broeker, Chadwick) to approve revised library closings for 2023 to include Martin Luther King, Jr. Day, January 16, 2023.

- c. Approve and adopt amendments to Library policies:

- i. Check out periods and Limits

Member Bessman Taylor inquired if it is just the information in red that needs to be reviewed. Director Stern noted that this was correct. She noted that there is a question mark after e-readers as it has not been decided yet on whether they will be withdrawn or not since they are at the end of their life.

MOTION: (Blair-Broeker, Green) to approve the check out periods and limits policy.

- ii. Public Access Computers

MOTION: (Green, Chadwick) to approve the public access computers policy.

- iii. Staff Use of Electronic Equipment Belonging to the Library

Member Blair-Broeker asked for an explanation of the policy. Director Stern noted that the policy requires staff members to use the same checkout procedure that patrons follow.

MOTION: (Blair-Broeker, Green) to approve the staff use of electronic equipment belonging to the library policy.

- iv. Terms of Service and Acceptable Use--WiFi

Director Stern noted that the changes in red were suggested by the legal department. Member Chadwick noted that it looks like the biggest change is in the arbitration section.

MOTION: (Blair-Broeker, Chadwick) to approve the terms of service and acceptable use--WiFi policy.

- d. Approve the Library's Cedar Falls Community Foundation Financial Plan for 2023

Vice President Cormaney inquired if it is just two pages. Director Stern noted that was correct. Vice President Cormaney inquired if the plan was pretty standard. Director Stern noted it was, and will be presented to the foundation once it is approved.

MOTION: (Blair-Broeker, Chadwick) to approve the Library's Cedar Falls Community Foundation Financial Plan for 2023. Passed.

- e. Approve 2023 funding requests to the Cedar Falls Community Foundation

Vice President Cormaney suggested approving all of the funding requests together.

MOTION: (Chadwick, Blair-Broeker) to approve all funding requests. Passed.

- i. Adventure Passes 2023
- ii. Atrium Windows 2023
- iii. Branding Rollout 2023
- iv. Bridge to Reading 2023
- v. Cedar Valley Children's Book Festival 2023
- vi. Cedar Valley's Youth Read 2023
- vii. Library Automated Materials Handler 2023
- viii. Summer Library Program 2023

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

a. Friends of the Library

Director Stern noted that a new liaison is needed. There was an inquiry regarding when the meetings are held. Director Stern noted that they meet on the second Thursday of each month at 4:30 PM. Vice President Cormaney noted that it might be a good idea to wait until the replacement for Member Browne has started.

b. Finance: Meeting: No meeting needed in December

Vice President Cormaney noted that the committee met on November 30th, and approved sending the requests to this meeting that were voted on earlier.

c. Personnel

Director Stern noted that there needs to be three on this committee, so President Sulentic will need to pick an additional member. She noted that they will also need to work on her evaluation soon.

d. Library Art

None

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

None

Motion to adjourn (Bessman Taylor, Green). Passed. Meeting adjourned at 4:53.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem