

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
January 4, 2023 4:00 PM  
Cedar Falls Public Library  
Conference Room

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

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Blair-Broecker, Green) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval  
MOTION: (Blair-Broecker, Bessman Taylor) to approve the minutes as presented. Passed.
- IV. Public Forum  
None
- 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 it was the usual bills for this time of the year. Assistant Daniels noted that was correct.  
MOTION: (Bessman Taylor, Green) to approve the December bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
President Sulentic noted that hopefully when the information comes in that it will show that the last quarter of the year has been better.
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None
- VIII. Usage Report  
Assistant Daniels noted that he included some long-term trend graphs since they were asked for at the last meeting. Member Roelofse noted that the graphs were interesting, and inquired if any of the upticks and downticks were due to specific trends. Director Stern noted some of the trends that she included in her annual report. She noted that the highest collection usage was in FY19 prior to COVID, and decreased in the following fiscal year due to the start of COVID.

Director Stern noted that the door count has not increased as fast as the circulation numbers, but patrons are checking out more items per visit on average. She noted that the circulation of physical video is not back to the level it was at, and some research has been conducted in regards to video streaming services with library models.

IX. Director's Report

a. Staffing update

Director Stern noted that the full-time vacancy in reference has been filled, so now there is a part-time vacancy in reference that needs to be filled.

b. Branding project

Director Stern noted that IFC is reviewing the website and conducting some demographic research.

c. Integrated Library System (ILS) update

Director Stern noted that the current contract with SirsiDynix expires in February of 2024, so an RFP will be going live soon. She noted that the current ILS is shared with the Waterloo Public Library, so an ILS will be chosen via committee of employees from both libraries. Director Stern noted that a set timeline has been created since a conversion of records would be necessary if a new ILS is chosen. Member Blair-Broeker inquired if there are major differences between what the companies offer. Director Stern noted that what is being looked for in a company is training services, customized reports, and customer service. Member Roelofse inquired about switching costs and if the RFP includes a requirement to know them. Director Stern noted that the RFP asks for itemized financial information.

d. Accreditation update

Director Stern noted that she is working on this as the documents are due in February.

e. Miscellaneous

Director Stern noted that she presented her annual report last night, and would like to have a presentation of the report in the building again as was done prior to COVID.

X. Reports from Department Heads

a. Public Services Librarian

Director Stern noted that there are some programs happening in January. She noted that one program starting in January is a book club for fans of thrillers. Director Stern noted that a D&D for adults program starts on the 18<sup>th</sup>, and there is a blood drive on the 19<sup>th</sup>. She noted that there will be some Fortepan Iowa events coming up as well.

b. Youth Librarian

Librarian Hosford noted that 80 patrons attended the New Year's Eve program. She noted that in 2022 she had program attendance of approximately 15,000 kids. Librarian Hosford noted that there will be some sensory stations set up, an instrument petting zoo, and some Rubik's Cube programming happening this month. She noted that Librarian Blackford had eight patrons attend an anime watching program, and will be having a D&D program to teach people how to be a Dungeon Master. Librarian Hosford noted that there will also be a Minecraft event, and a mending/sewing program.

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

Member Chadwick noted he brought this up initially due to the meeting time, but noted it sounds like most members are good with the current meeting time. Member Bessman Taylor

noted that she saw that there are three members needed for each committee, so she noted she did not believe there were three members on the personnel committee. Member Roelofse volunteered to be on the committee. Member Graziano noted he would be part of whichever committee needed another person. President Sulentic suggested the finance committee, so Member Graziano is part of that committee. Member Bessman Taylor inquired if the mission statement has been updated. Director Stern noted that it has been. Member Blair-Broeker inquired if the mission statement needs to be in the bylaws, and noted that if it is not taken out, that it should probably be updated to the new statement. Director Stern noted that she will send out the bylaws with the potential revisions at least 10 days prior to the next meeting for everyone to review.

XII. Referred for Board Action

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

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

b. Approve revised Personnel Policies

Director Stern noted that some policies require customization for the library, but the policies listed here did not require customization. Member Bessman Taylor noted that she is wondering about the nepotism policy. Director Rodenbeck noted that this policy is a little more lenient than what was previously in place. Member Blair-Broeker inquired if they have any control over this policy. Director Rodenbeck noted that they can choose whether to adopt it or not.

MOTION: (Blair-Broeker, Green) to approve all the revised Personnel Policies.

i. Hiring

ii. Educational Assistance

President Sulentic inquired if an employee has to be working towards something that relates to their job. Director Stern noted that she only has one employee that has started this process, so she will have to see.

iii. Leaves of Absence

iv. Nepotism

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

a. Friends of the Library

It was noted that they did not meet.

b. Finance: No meeting needed in January

None

c. Personnel

Director Stern noted that it is close to the time when her annual evaluation will need to be completed. Director Rodenbeck noted that evaluations are usually due to be finalized in March or early April.

d. Library Art

It was noted that the committee will not have to meet until the summer.

XIV. Unfinished business

None

XV. New business  
None

XVI. Adjournment  
None  
Motion to adjourn (Blair-Broeker, Chadwick). Passed. Meeting adjourned at 4:57.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem