

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
February 1, 2023 4:00 PM  
Cedar Falls Public Library  
Conference Room

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

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Cormaney, Graziano) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval  
Assistant Daniels noted that a change was made to the result of a vote as the position was listed as full-time in the result, but should have been listed as part-time.  
MOTION: (Blair-Broecker, Cormaney) to approve the minutes as amended. Passed.
- IV. Public Forum  
None
- V. Board Training update  
Member Bessman Taylor noted that she sent a training opportunity happening on February 16<sup>th</sup> to everyone.
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
President Sulentic noted that it looks like there is nothing unusual in the bills. Member Blair-Broecker inquired about the two subscriptions through Demco. Director Stern noted that one deals with the AMH that patrons can use for returning materials. Assistant Daniels discussed the security gates subscription.  
MOTION: (Blair-Broecker, Bessman Taylor) to approve the January bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
None
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None
- VIII. Usage Report

President Sulentic noted that it looks like the numbers are holding steady. Director Stern noted that they are up from the previous year, but down compared to the previous month which is typical for the month.

IX. Director's Report

a. Staffing update: 29-hour library vacancy in circulation; 29-hour library assistant in reference  
Director Stern noted that this is part of the agenda as an assistant has resigned with their last day happening on the 11<sup>th</sup>. She noted that the ad will go live tomorrow if this is approved today. Director Stern noted that the ad for the opening in the reference department ended last week, so she should be receiving the applications soon. She noted that she will be interviewing candidates with Librarian Hosford as soon as possible.

b. Project updates: Branding, ILS

Director Stern noted that Librarian Hosford, Assistant Sitzmann, and herself met with IFC to go over some questions that would help determine what they would like to be communicated about the library as part of the branding project. She noted that the RFP for a new ILS is live, and the bids are due on February 21<sup>st</sup>. Director Stern noted that the committee will then view demos and bring a recommendation to a future meeting, potentially in May or June.

c. Funding request to Black Hawk County Board of Supervisors

Director Stern noted that she made a request regarding what the library would like to receive which included some money to be contributed to the Dolly Parton Imagination Library fund.

d. Miscellaneous

Director Stern noted that she is awaiting new applications for the trustee vacancy since the ones she has received are not able to fill the vacancy. She noted that she met with Sarah's mom regarding the purchase of the memorial bench. Director Stern noted that the family has not decided yet, and are contemplating a sculpture in front of the library. The cost structure of the Dolly Parton Imagination Library was asked about, so Director Stern discussed the cost structure.

X. Reports from Department Heads

a. Public Services Librarian

Director Stern noted that the library started a series of programs with Fortepan Iowa. She noted that there will be one program a month that deals with various topics, and patrons will be able to view photos that have been submitted relating to the monthly topic.

b. Youth Librarian

Librarian Hosford noted that it was a good month in youth. She noted that the tape obstacle course seemed to be the most popular program, so she is looking at this being brought back at least annually. Librarian Hosford noted that the department introduced a new passive program involving Rubik's cubes. She noted that the teen programs have been going well, and Librarian Blackford has been working at growing the attendance at the programs. Librarian Hosford noted that part of the strategic plan was to work on providing more for tween patrons, so she has been working on creating a tween corner.

XI. Referred for Board Action

a. Approve filling 29-hour library assistant position in circulation

MOTION: (Cormaney, Chadwick) to approve filling a 29-hour library assistant position in circulation. Passed.

b. Approve CFPL Trustee Bylaws as revised

President Sulentic noted it looks like the main change is getting rid of the mission statement and renumbering the bylaws.

MOTION: (Green, Blair-Broeker) to approve CFPL Trustee Bylaws as revised. Passed.

c. Approve revised Personnel Policies

President Sulentic noted that they can all be approved together if that is what everyone would like to do. Director Stern noted that she wanted to mention something that she does that is not part of the disciplinary procedure in case it would need to be added to that policy. She noted that prior to entering the disciplinary process that is listed in the policy, employees are provided with a counseling memo. It was decided that this does not need to be added to the policy.

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

- i. 223 Sexual Abuse Prevention
- ii. 307 Overtime
- iii. 608 Concussion and Head Injury
- iv. 809 Disciplinary Procedures
- v. 903 Grievance Procedures

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

a. Friends of the Library

Director Stern noted that there is still not a liaison, but she attended the meeting. She then discussed some of the items they have been working on and noted that they have been doing well financially.

b. Finance: No meeting needed in February

c. Personnel

Member Bessman Taylor noted that they will be meeting with Director Stern soon regarding her annual evaluation.

d. Library Art

Director Stern noted that there is nothing that needs to be done until the summer.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Green, Chadwick). Passed. Meeting adjourned at 4:37.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem