

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

Members present: Bessman Taylor, Blair-Broecker, Cormaney, 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
Director Stern noted that an item needs to be added to the Referred for Board Action section. She noted that a shelver cannot work all of her hours, so she would like to add filling an 11 hour shelver position to this section.
MOTION: (Bessman Taylor, Green) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
Member Blair-Broecker noted that some of the votes in the minutes do not have the result listed. Assistant Daniels noted that he will add in the results.
MOTION: (Cormaney, Graziano) to approve the minutes with the change noted. Passed.
- IV. Public Forum
None
- V. Board Training update
Member Cormaney noted that she thought that the training last month was great.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
President Sulentic inquired if there are any unusual bills. Assistant Daniels noted that there are no unusual bills, just the usual ones for this time of the year.
MOTION: (Blair-Broecker, Cormaney) to approve the February bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
President Sulentic noted that it looks like there has been a good start to the first quarter.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report

Member Cormaney inquired if the mild winter has helped with the numbers. Director Stern noted that it is hard to tell the exact cause.

IX. Director's Report

a. Staffing update

Director Stern noted that the new reference assistant will be starting tomorrow. She noted that she has received applications for the opening in the circ department. Director Stern noted that Librarian Hosford and herself will be interviewing candidates next week.

b. Request from Friends of the Library to serve wine and/or beer at their annual meeting

Director Stern noted that the meeting they would like to serve wine and/or beer at is on April 18th. She also noted that the library is far from the maximum of 10 events per year that can serve beer and/or wine. Librarian Hosford noted that she might hold a multigenerational bee program that would serve Mead.

c. Miscellaneous

Director Stern noted that Senate Bill 1124 is currently being discussed as it puts a cap on the growth of levy funds. She noted that the levy fund provides items for the collection and pays, or partially pays the wages of staff that work with the collection. Director Rodenbeck noted that in this case, or with any other issues, the Board can pass along items to her that she can then pass along. Some additional proposed legislative bills were also discussed. Director Stern noted that the documents necessary for accreditation were submitted, and President Sulentic signed the necessary form.

X. Reports from Department Heads

a. Public Services Librarian

Director Stern noted that Assistant Meier has two gardening programs this month on the 20th and 27th. She noted that there will also be a book discussion of Schindler's List with Dr. Stephen Gaies as part of the 40th anniversary of the Friends of the Library. Director Stern noted that the next Fortepan Iowa program is on the 26th regarding 19th century fashion. She noted that there will also be a program with Emily Machen on the 28th.

b. Youth Librarian

Librarian Hosford noted that she attended Hansen Literacy Night last month, and will be attending one at Aldrich Elementary in April. She noted that it will be nice when the branding project is over and she will have items she can hang up. Librarian Hosford noted she signed up to be part of Sturgis Falls again, and will be using the book bike. She discussed the Book Buddies program that is targeted at Kindergarten to 3rd grade patrons. Librarian Hosford noted that she has some big programs scheduled for spring break like a dinosaur program with ISU. She noted that Librarian Blackford has a lot of ideas for programs for teens.

XI. Consider amendments to Personnel Policies 704 Leaves of Absence and 221 Remote Work
It was decided that amendments to these policies are not needed at this time.

XII. Referred for Board Action

a. Approve serving wine and/or beer at the Friends of the Cedar Falls Public Library Annual Meeting on April 18, 2023

Member Roelofse inquired if there is anything in the policy about needing an officer present. Director Stern noted that there is not, but there is a requirement for renters of the Community Center.

MOTION: (Cormaney, Bessman Taylor) to approve serving wine and/or beer at the Friends of the Cedar Falls Public Library Annual Meeting on April 18, 2023. Passed.

b. Approve ADA Checklist for Priority 2: Access to Goods and Services

President Sulentic noted that it looks like all of the requirements were passed by the library. Director Stern noted that if anything is deficient in this section they ask for the library to work on that without it affecting the accreditation.

MOTION: (Blair-Broeker, Green) to approve ADA Checklist for Priority 2: Access to Goods and Services. Passed.

c. Approve extending the library mask policy

Member Blair-Broeker suggested extending it for one year after discussion on the policy.

MOTION: (Blair-Broeker, Green) to approve extending the library mask policy. Passed.

d. Approve filling 11 hour shelver position

MOTION: (Cormaney, Graziano) to approve filling 11 hour shelver position. Passed.

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

a. Friends of the Library

Director Stern noted that their annual meeting will be on April 18th in the meeting room.

b. Finance: Mar. 29, 2023 at 4 p.m.

Director Stern noted that there is a new funding request to help pay some of the cost to replace the book returns on State Street that needs to be discussed, so the committee will need to meet on March 29th.

c. Personnel

Member Bessman Taylor noted that the committee met with Director Stern to discuss the evaluation that will happen. She noted that they will be looking for input from more of the library staff. Member Bessman Taylor noted that they will be using a Google Form again.

d. Library Art

None

XIV. Unfinished business

None

XV. New business

Director Rodenbeck noted that the budget process was held up due to some legislation, but the process will start on Monday with a presentation to Council.

XVI. Adjournment

Motion to adjourn (Blair-Broeker, Green). Passed. Meeting adjourned at 4:40.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem