

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
April 5, 2023 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Bessman Taylor, Blair-Broeker, Chadwick, Cormaney, Green, Roelofse, Sulentic; Staff present: Daniels, Hosford, Pagel, Stern.

- I. President Sulentic called the meeting to order at 4:02.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern noted she would like to postpone Section XI(D) in order to give staff more time to discuss the potential change in schedule. She noted she would like to discuss this sometime prior to July. A question was asked about what the change was. Director Stern noted that the potential change is to transition to a Saturday to Friday workweek.
MOTION: (Cormaney, Blair-Broeker) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
MOTION: (Blair-Broeker, Cormaney) 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 about if there is anything unusual in the bills. Assistant Daniels noted that there is nothing unusual in the bills. Member Blair-Broeker noted it looks like restringing a banjo is reasonable.
MOTION: (Blair-Broeker, Bessman Taylor) to approve the March bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
Assistant Daniels noted that the amendment process was completed, so the budget of some of the lines will change due to the amendments.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report

Member Blair-Broeker noted that it looks like the usage numbers are holding pretty steady. Member Green inquired about the length of the construction and if it might have an effect on the usage statistics. Director Stern noted she will need to double check about the timing of the construction, and will have to see about the usage statistics.

IX. Director's Report

a. Staffing update

Director Stern noted that to help with Librarian Stuenkel's duties, Assistant Pagel will be the Acting Public Services Librarian. She noted that one of the youth interns has recently resigned.

b. FOTL request to serve wine at their May 9 40th anniversary book discussion

Director Stern noted that this is their third request this year, so the limit has not been reached yet.

c. Funding request

Director Stern noted that there is a request to use foundation funds to replace the book returns at the drive up book drop.

d. Personnel Policy 209 revision

Director Stern noted that this is the item she asked to postpone.

e. Miscellaneous

Director Stern noted that she attended the Standing Committee to discuss the need for the position changes and addition that she submitted in her budget request. She then discussed the calendar she created to illustrate the amount of time over the prior 38 months that the library had at least one open position. Director Stern then discussed the amount of time that supervisors have spent on hiring, and how much of their time has been taken up if training is added to the time spent on hiring. She then shared what she learned from Director Rodenbeck in regards to levy funds, and that she will share in the next annual report what the levy funds pay for.

X. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel introduced herself. She noted that some Chromebooks are now part of the circulating collection.

b. Youth Librarian

Librarian Hosford noted that the department is working full steam ahead to prep for summer. She noted that Cedar Valley's Youth Read is coming up, and Varian Johnson is the author that was invited.

XI. Referred for Board Action

a. Approve filling intern vacancy in the youth department

MOTION: (Green, Blair-Broeker) to approve filling intern vacancy in the youth department. Passed.

b. Approve serving wine at the Friends of the Cedar Falls Public Library's 40th anniversary book discussion on May 9, 2023

MOTION: (Chadwick, Cormaney) to approve serving wine at the Friends of the Cedar Falls Public Library's 40th anniversary book discussion on May 9, 2023. Passed.

c. Funding request: Drive-up Book Return Replacement 2023/Ray

President Sulentic inquired if the price was updated as noted. Director Stern noted it was.
MOTION: (Cormaney, Chadwick) to approve funding request. Passed.

d. Approve Personnel Policy 209 Hours of Work as revised

This item has been postponed as noted above.

XII. 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 happening on the 18th at 4:30 PM in the meeting room.

b. Finance: No meeting needed in April

None

c. Personnel

Member Bessman Taylor noted that some work still needs to occur in order to finish up Director Stern's evaluation.

d. Library Art

Director Stern noted that they will not need to meet until the summer.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Cormaney, Chadwick). Passed. Meeting adjourned at 4:29.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem