

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
May 3, 2023 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Bessman Taylor, Chadwick, Cormaney, Graziano, Green, Roelofse, Sulentic; Members attending remotely: Blair-Broeker; Staff present: Daniels, Hosford, Pagel, Stern; Guests present: Amy from IFC Studios; Guests attending remotely: Noah from IFC Studios.

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern noted that a bill arrived too late to be part of the bill report, but has been added to the packet after the bill report.
MOTION: (Cormaney, Chadwick) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
MOTION: (Chadwick, Graziano) 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 there was anything unusual with the bills other than the one that was added. Assistant Daniels noted that other than the bill that was added, they are the usual bills for this time of year.
MOTION: (Green, Chadwick) to approve the April bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report

President Sulentic inquired if there was anything of note in the usage report. Director Stern noted that the patron count is up from the previous year.

IX. CFPL Brand Reveal by IFC

Director Stern introduced Noah from IFC Studios. He then proceeded to present what the branding will be for the library.

X. Director's Report

a. Branding project update

Director Stern noted that Noah just went over the brand reveal, and there was a short discussion about the new brand.

b. Board vacancy update

Director Stern noted that there is only one current application, and the committee interviewed the candidate regarding filling the vacancy. She noted that the committee sent a memo to Mayor Green to ask that this applicant be appointed. Director Stern noted that she is unsure of which upcoming council meeting this will be discussed at, but hopefully it will be at the next meeting.

c. Friends of the Library funds

Director Stern noted that she met with the Friends President and Treasurer regarding their surplus at the end of their fiscal year. She noted that Librarian Blackford has put in a request for a gaming table to come from these funds, and the rest of the surplus will be deposited with the Cedar Falls Community Foundation.

d. Staff training

Director Stern noted that a few staff members have been completing some SirsiDynix training regarding administrator activities. She noted that some staff members have also completed some Beanstack trainings as well. Director Stern noted that there was a human trafficking training for any staff that were able to attend.

e. Personnel Policy 209 revision

Director Stern noted that staff were able to talk about this a little more, and have created some mock schedules based upon this change. She noted that due to this, it looks like the schedule change in this policy would work.

f. Miscellaneous

Director Stern noted that a process for determining a raise for her would need to be voted on today as raises will be voted on at the June 5th Council meeting, but this board will not meet again until the 7th. She then discussed the amount that was approved to be distributed to the Black Hawk County libraries. Director Stern noted that the first program using the Charlie cart will happen on May 25th from 1 to 3 PM. She then noted that she was contacted by Raygun in regards to partnering with them to sell library branded merchandise.

XI. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel noted that everyone is gearing up for summer, and discussed the series of gardening classes that recently ended.

b. Youth Librarian

Librarian Hosford noted that she attended some literacy nights. She noted that the big activity in April is usually Cedar Valley's Youth Read which just ended. Librarian Hosford noted that now it is over, the department will be working on summer programming.

XII. Referred for Board Action

a. Approve Personnel Policy 209 Hours of Work as revised

President Sulentic inquired if it was just the one line that is being changed. Director Stern noted that was correct as it is just the workweek that is being changed.

MOTION: (Green, Chadwick) to approve Personnel Policy 209 Hours of Work as revised. Passed.

b. Approve the process for determining the library director's FY24 raise

The amount of latitude the committee has in regards to a raise was discussed, and some examples of methods for determining a raise in the past few years was discussed. The types of evaluations that can be used were also discussed. It was determined that since the evaluation was already sent out, that the City of Cedar Falls matrix for determining raises will be used to determine Director Stern's raise based upon her score on the evaluation.

MOTION: (Green, Chadwick) to approve the process for determining the library director's FY24 raise. Passed.

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

a. Friends of the Library

Director Stern noted that Members Green and Chadwick attended their annual meeting.

Member Green noted that he found it to be interesting and informative.

b. Finance: No meeting needed in May

None

c. Personnel

Member Bessman Taylor noted that the committee has received more responses than was received last year.

d. Library Art

Director Stern noted that the committee will not have to meet until later this summer.

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

Motion to adjourn (Chadwick, Green). Passed. Meeting adjourned at 5:01.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem