

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
August 2, 2023 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Blair-Broeker, Chadwick, Cormaney, Edelnant, Graziano, Green, Sulentic; Staff present: Daniels, Hosford, Pagel, Stern; Guests present: Jack and Carol Yates.

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern asked to add the requested exception to the meeting room policy to section XI below so it can be voted on. Member Green asked to discuss something during section XIV.
MOTION: (Blair-Broeker, Cormaney) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
MOTION: (Cormaney, Graziano) to approve the minutes as presented. Passed.
- IV. Public Forum
Jack and Carol Yates provided information about why they were requesting an exception to the meeting room policy in order to hold their event.
- V. Board Training update
Director Stern noted that Member Green sent her an email regarding some training that he had completed.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there are two bill reports again as there is one for FY23, and another for FY24. He noted that there are two invoices after the bill reports due to them arriving after the reports were created.
MOTION: (Chadwick, Cormaney) to approve the July bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
President Sulentic noted that the current quarter has been going well.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
Assistant Daniels noted that he remembered to include the information about the funds with the Cedar Falls Community Foundation this time.
- VIII. Usage Report

President Sulentic noted that it looks like June was a big month. Member Cormaney inquired if June felt busy to staff. Librarian Hosford noted that it felt busy for the first week and a half, and then it felt steady. Member Green asked if acting as a cooling center might have played a role in the numbers. Director Stern noted that it is hard to say.

IX. Director's Report

a. Staffing update

Director Stern noted that along with Librarian Hosford and Acting Librarian Pagel, they have been interviewing candidates for the two youth library assistant positions that are open. She noted that the Community Center / library assistant position recently closed, so interviews will be happening for that position soon. Director Stern noted that the reference library assistant position recently closed, but the Public Services Librarian position is still open as it is scheduled to be open for a month.

b. Annual staff inservice

Director Stern noted that the date that has been chosen is Thursday, September 14th. She noted that the current schedule will allow some advocacy training, dementia training, and committee meetings.

c. Miscellaneous

Director Stern noted that the new library website will probably be launched late next week. She noted that IFC trained some staff members about how to update the new website, but they will also record a training for everyone that needs it to know how to update the website. Director Stern noted that the Friends of the Library website is back up again, and the Raygun site is almost ready. Member Chadwick inquired about the advocacy training that the staff will be receiving, and if it could be shared with all of the members. Director Stern noted that staff will be watching a recording, so she should be able to share the recording with all of the members.

X. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel noted that there has been lots of traffic and circulation recently. She noted that Assistant Meier usually has some gardening programs in the spring, but Green Iowa AmeriCorps asked to partner with the library to have some programs this month.

b. Youth Librarian

Librarian Hosford noted that she has noted tallied up all of the numbers yet, but 836 youth patrons signed up, and 119 teens signed up. She noted that the department will be ending summer with a bang as the Cedar Valley Children's Book Festival is on Saturday. Librarian Hosford noted that August is a reset month as the department plans for September. She noted that they will have an escape room, instrument petting zoo, and Librarian Blackford has quite a few programs planned for teens.

XI. Referred for Board Action

a. Approve closing the library Thursday, September 14, for the 2023 annual staff inservice
MOTION: (Chadwick, Green) to approve closing the library Thursday, September 14, for the 2023 annual staff inservice. Passed.

b. Approve contract between ByWater Solutions, the Cedar Falls Public Library, and the Waterloo Public Library for Integrated Library System (ILS)

President Sulentic noted that he assumed that the Waterloo Public Library will be having a meeting to approve the contract soon as well. Director Stern noted that they will be meeting this week.

MOTION: (Blair-Broecker, Cormaney) to approve contract between ByWater Solutions, the Cedar Falls Public Library, and the Waterloo Public Library for Integrated Library System (ILS). Passed.

c. Approve meeting room exception for Jack and Carol Yates

A discussion regarding whether it was appropriate to make an exception to the policy or not in this instance was held.

MOTION: (Blair-Broecker, Chadwick) to approve meeting room exception for Jack and Carol Yates. Failed.

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

a. Friends of the Library

Member Edelnant noted that they did not meet, but some of them have volunteered to help with the Cedar Valley Children's Book Festival this Saturday.

b. Finance: No meeting needed in August

None

c. Personnel

None

d. Library Art: Meeting needed in August, date and time TBD

Member Green noted that a meeting will happen on Wednesday, August 9th, regarding the Redfern Display Case as it is time to take bids for a new art installation.

XIII. Unfinished business

None

XIV. New business

Member Green suggested going over some of the policies at future meetings in order help strengthen them and ensure that there are no loopholes in the policies. Director Stern noted an issue that has recently come up and discussed some ideas about how to handle the issue. This led to a potential escalation policy being created for issues like this in the future.

XV. Adjournment

Motion to adjourn (Blair-Broecker, Green). Passed. Meeting adjourned at 5:08.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem