

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

Members present: Bessman Taylor, Blair-Broeker, Chadwick, Edelnant, Graziano, Green, Roelofse, Sulentic; Members attending remotely: Cormaney; Staff present: Daniels, Hosford, Pagel, Stern; Guests present: Andy Milone.

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern asked to add an item to Section XI due to an employee resignation. She noted that the position that needs to be filled is a 29-hour vacancy in the reference department.
MOTION: (Chadwick, Graziano) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
MOTION: (Green, Edelnant) to approve the minutes as presented. Passed.
- IV. Public Forum
None
- V. Board Training update
Member Edelnant noted that she went to the webinar that Director Stern had sent an email about. She noted that she also attended one with IALearns about boards. Member Cormaney noted that she attended the webinar that Director Stern had mentioned as well.
- 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 due to some being for FY23, and some for FY24.
MOTION: (Chadwick, Edelnant) to approve the June bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
President Sulentic noted that it looks like this quarter is doing better.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report

President Sulentic noted that the numbers look like they are going up. He then inquired about how the numbers compare to pre-COVID numbers. Director Stern noted that she will have to check, but she noted that there is still a trend of less patrons, but more checkouts per person during their visit.

IX. Director's Report

a. Staffing update

Director Stern noted that staff planned a 15-year anniversary party for Librarian Stuenkel that will happen on the 13th at 6 PM.

b. ILS bids update

Director Stern passed out some information regarding the ILS bids.

c. Miscellaneous

Director Stern noted that the recent youth shows went well, and those in attendance praised them. She noted that more people attended these shows than the previous year.

X. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel noted that there will be a blood drive at the Community Center on the 20th. She noted that the outdoor games have been popular this summer, so she will probably purchase more of these types of games for the collection.

b. Youth Librarian

Librarian Hosford noted that about 770 youth patrons have signed up so far, but that is down a little from the previous year. She noted that the number of teens that have signed up is almost at a record level. Librarian Hosford noted that about 1,700 patrons have attended programming so far. She noted that the Cedar Valley Children's Book Festival is happening on August 5th.

XI. Referred for Board Action

a. Approve Board meeting time of 1st Wednesdays at 4 p.m. for the next year

Director Stern noted that the only exception to this date would be if it fell on a national holiday. MOTION: (Chadwick, Edelnant) to approve meeting time of 1st Wednesdays at 4 p.m. for the next year. Passed.

b. Approve ILS bid from ByWater Solutions

Director Stern noted that the committee has chosen this company to help implement an open source ILS named Koha. She noted that the committee thought it would be the best option due to pricing, customer support, and the features that are available. Member Bessman Taylor inquired if any other companies would have helped with this ILS. Director Stern noted that they were the only company.

MOTION: (Chadwick, Bessman Taylor) to approve ILS bid from ByWater Solutions. Passed.

c. Approve filling full-time vacancy for Senior Librarian: Public Services

Director Stern noted that to fill this position there will be a national search for candidates.

MOTION: (Edelnant, Chadwick) to approve filling full-time vacancy for Senior Librarian: Public Services. Passed.

d. Approve filling 29-hour library assistant position in reference

MOTION: (Chadwick, Bessman Taylor) to approve filling 29-hour library assistant position in reference. Passed.

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

a. Friends of the Library

Member Edelnant noted that there was no meeting in July, but during the meeting in June they discussed starting a campaign to encourage business to become members. She noted that they are also working on a new website that would be linked to the one for the library. Member Edelnant noted that they have also entered into an agreement with Raygun to sell shirts and tote bags. She noted that they have also created a document retention policy and have been working on digitizing some of their files. Member Edelnant inquired if she is officially the Friends Liaison, and President Sulentic appointed her as the liaison.

b. Finance: No meeting needed in July

None

c. Personnel

Member Bessman Taylor noted that other than discussing their findings with Director Stern, they have completed her evaluation.

d. Library Art

Director Stern noted that a meeting will be needed in August.

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Green, Chadwick). Passed. Meeting adjourned at 4:30.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem