

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
September 6, 2023 4:00 PM  
Cedar Falls Public Library  
Conference Room

Members present: Bessman Taylor, Blair-Broeker, Cormaney, Edelnant, Green, Roelofse, Sulentic; Staff present: Daniels, Pagel, Stern; Guests present: Rodenbeck.

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Cormaney, Blair-Broeker) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval  
MOTION: (Blair-Broeker, Edelnant) to approve the minutes as presented. Passed.
- IV. Public Forum  
Member Roelofse inquired about the public forum from last month, and was provided additional information about what was discussed and decided last month.
- V. Board Training update  
Director Stern noted what Member Edelnant had emailed her. Member Roelofse inquired about a deadline to complete the annual training. Director Stern noted that there isn't a specific deadline, but each member needs to complete three to five hours per year.
- VI. Communication from Officers: Action appropriate to the communications  
None
- VII. Bills: Corrections/additions/deletions/approval  
Member Blair-Broeker inquired regarding what an adult playaway is. Director Stern described it as an audio book that looks like an mp3 player that is loaded with a specific book. Member Blair-Broeker inquired about what Quadient, a vendor, does for the library. Assistant Daniels noted that they are the company that the library leases a postage meter from.  
MOTION: (Cormaney, Bessman Taylor) to approve the August bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
None
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None
- VIII. Usage Report  
Director Stern noted that the numbers are up from this time last year.

IX. Director's Report

a. Staffing update

Director Stern noted that the library assistant positions in the youth department have been filled. She noted the amount of applications received for the open reference department position, and position open next door at the center. Director Stern also noted that applications for the Public Services Librarian position have been received as well. She noted that she will be working on arranging interviews for these three positions.

b. Upcoming professional development opportunities for staff

Director Stern noted that Learning Circuits happens once a year, and this year is about productive partnerships. She noted that a couple of staff members and herself will be attending. She noted that registration for an upcoming program that will use the Charlie Cart filled up in 24 hours.

c. Miscellaneous

Director Stern noted that there will be a block party on the 23<sup>rd</sup>, and she is staffing the kid zone area. She noted that 2,300 children have been registered for the Dolly Parton Imagination Library, and 477 children have graduated from the program. Director Stern noted that she will be meeting with the Waterloo Public Library's Assistant Director to finish working on a grant proposal to present to the Guernsey Foundation in regards to this program.

X. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel noted that one of her projects is the CFPL collection at the Rod Library. She noted that she is working on updating it to add new items that are beneficial for students and staff.

b. Youth Librarian

Librarian Hosford was not at the meeting, but sent the information that follows via email after the meeting. She noted that the two new library assistants have started and are adjusting well. Librarian Hosford noted that storytimes and other normal programming started back up this week. She noted that in addition to normal storytime sessions, the youth department will be partnering with the UNI international students again to provide Storytimes Around the World. Librarian Hosford noted that the first one is this month, and the theme is the Mid Autumn Festival.

XI. Referred for Board Action

a. Approve revised Library Behavior Policy

President Sulentic inquired if the only item that has been revised is adding the information about shirts and shoes being required. Director Stern noted that was the only change. Member Green inquired if this pertains to anywhere on the property. Director Stern noted that there is less of a concern outside the building. She noted that she believes that this is the way it is at City Hall as well. Director Rodenbeck noted that this was correct since people bike and run through the parking lot.

MOTION: (Edelnant, Green) to approve revised Library Behavior Policy. Passed.

XII. Library advocacy discussion

Director Stern noted that from what she was hearing, it appeared that this was a topic that needed to be included. Member Bessman Taylor inquired about when the budget will be worked on. Director Rodenbeck noted that depending upon the election, it could happen in mid-November or December. She noted that the public meetings regarding budget usually happen in February. Member Green noted that it was good to see the Materials Collection Policy. Member Cormaney suggested taking the time to read over the policy and discussing this issue more next month. Member Bessman Taylor also asked for this item to be discussed next month.

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

a. Friends of the Library

Member Edelnant noted that a new bookstore is opening downtown, and will be called The Nook. She noted that the new website is active, and the online store is also open with shirts available. Member Edelnant noted that other merchandise might be available in the future. She noted that they are also working on potentially creating a campaign to offer memberships to businesses.

b. Finance: No meeting needed in September

None

c. Personnel

None

d. Library Art

Member Green noted that a planning meeting did happen last month, and another meeting will happen in the future to review proposals for the display by the entrance.

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

Motion to adjourn (Green, Cormaney). Passed. Meeting adjourned at 4:45.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem