

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

Members present: Bessman Taylor, Blair-Broeker, Chadwick, Cormaney, Edelnant, Graziano, Green, Roelofse, Sulentic; Staff present: Daniels, Hosford, Pagel, Stern; Guests present: Chelsea Luhring, Kevin Rogers.

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern noted that she would like to add an item to the agenda. The item is a discussion regarding a training session that is happening for all board and commissions.
MOTION: (Blair-Broeker, Edelnant) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval
MOTION: (Edelnant, Green) to approve the minutes as presented. Passed.
- IV. Public Forum
None
- V. Board Training update
Kevin Rogers introduced himself and Chelsea Luhring. Chelsea noted what DEI stands for and discussed her position. Kevin then discussed the training that has been developed for boards and commissions. He noted that if any members have any questions or comments as they complete their training to let him know. Director Stern noted that the training counts towards the yearly training requirement.
- VI. Communication from Officers: Action appropriate to the communications
None
- VII. Bills: Corrections/additions/deletions/approval
Assistant Daniels noted that there is an IFC bill after the report since it came in too late to be part of the report.
MOTION: (Blair-Broeker, Chadwick) to approve the September bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
Assistant Daniels noted that there are three fund reports since June, July, and August were finalized since the last meeting.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None

VIII. Usage Report

President Sulentic noted that it looks like just one person used the curbside service. Member Blair-Broeker noted that is the lowest use of the service in some time.

IX. Director's Report

a. Staffing update

Director Stern noted that Assistant Bancroft-Smithe was hired for the open reference position, and Assistant Morris-McEwan was hired for the open position at the center next door. She noted that Assistant Diaz-Rodriguez recently resigned from her position in the circulation department, so filling that position is on the agenda. Director Stern discussed the candidates for the Public Services Librarian position, and noted that one of the candidates lives out of state. She noted that she is asking for permission to pay travel expenses for this candidate.

b. Imagination Library update

Director Stern noted that she has submitted a grant application to the Guernsey Foundation for funding, and will be submitting an application to the Black Hawk Gaming Association. She then noted how many children are currently signed up for the program, and how many have graduated from the program.

c. Outreach: Downtown Street Party

Director Stern noted that Librarian Hosford and herself worked the sand area, and she believes that 100 children came by to play in the sand.

d. ByWater (Koha) kickoff meeting

Director Stern noted that the first meeting has occurred, and they will be setting up monthly meetings.

e. State Library training for Boards and Cities: Where City and Library Meet, monthly throughout the fall

Director Stern noted that she wanted to mention this training in case any members wanted to attend. She noted that the training can be found in IALearns.

f. Miscellaneous

Director Stern noted that the library is designated as a dementia friendly facility due to the training at the inservice.

X. Reports from Department Heads

a. Public Services Librarian

Acting Librarian Pagel noted that the reference department has been doing a lot of programs recently and mentioned some of the programs that will be happening this month. She noted a hand lettering program, a crocheting program, a greeting cards program, and a few other programs.

b. Youth Librarian

Librarian Hosford discussed her partnership with UNI international students for Storytimes Around the World. She noted that the department will be having some programs around pumpkins, apples, a Hocus Pocus escape room, a spooky story contest, and more this month.

XI. Referred for Board Action

a. Approve filling 29-hour library assistant vacancy in circulation

MOTION: (Chadwick, Edlenant) to approve filling 29-hour library assistant vacancy in circulation. Passed.

- b. Approve travel expenses for out-of-state candidate for Public Services Librarian (airfare, car rental, hotel)

President Sulentic inquired if a note should be made about the expenses being within reason since the exact amount is not known at this time. Director Stern noted that Director Rodenbeck calculated the mileage cost if the candidate drove, and it would be about the same amount as a flight. She noted that a cap can be put on the flight cost so the candidate does not choose an exorbitant option. It was agreed that having a cap on the flight expenses would be a good idea. A cap on the type of vehicle they rent was noted as a good idea as well.

MOTION: (Chadwick, Bessman Taylor) to approve travel expenses for out-of-state candidate for Public Services Librarian (airfare, car rental, hotel). Passed.

- c. Approve agreement with Lincoln Elementary School for CFPL as their emergency evacuation site

President Sulentic inquired about how long this agreement has been happening. Director Stern noted that it has been happening for quite some time.

MOTION: (Blair-Broeker, Green) to agreement with Lincoln Elementary School for CFPL as their emergency evacuation site. Passed.

XII. Library advocacy discussion

Director Stern distributed the letter that would be included as part of the reconsideration process for the members to review for any changes that might need to be made. She noted that this would be the first page of the packet that would be given to patrons. Member Bessman Taylor noted that she is not sure if the letter should be the first page. Director Stern mentioned maybe putting it right before the policy in the packet. Member Chadwick suggested maybe renaming the policy as a collection inquiry. Member Blair-Broeker noted that potentially renaming this might be a good idea since some patrons might just be interested in how an item became part of the collection.

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

- a. Friends of the Library

Member Edelnant noted that National Friends of Libraries Week is coming up. She invited everyone to join the organization if they have not already. Member Edelnant noted that members will be a different library events coming up as well.

- b. Finance: No meeting needed in October

None

- c. Personnel

None

- d. Library Art

Director Stern noted that the deadline for the Redfern display submissions is later this month.

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

Motion to adjourn (Cormaney, Green). Passed. Meeting adjourned at 4:46.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem