

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

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

- I. Vice President Cormaney called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Blair-Broeker, Graziano) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Edelnant, Blair-Broeker) 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
Member Blair-Broeker asked about the item listed as deep freeze on the bill report. Director Stern noted that it is software on the public computers that resets them once patrons log off so none of their information is saved on the computer. Member Graziano asked about the data processing portion of the budget. Director Stern gave an explanation of this section.
MOTION: (Blair-Broeker, Chadwick) to approve the November bills. Passed.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
None
- VIII. Usage Report
Member Blair-Broeker noted that it looks like the curbside number is picking up. Director Stern noted that it is now that it is getting colder outside. Member Blair-Broeker noted that it looks like there is growth in patron use compared to last month and this time last year.

IX. Director's Report

a. Staffing update

Director Stern noted that Assistant Schupbach is now full-time. She noted that there are two part-time positions that need to be filled, and the library will be fully staffed once those positions are filled.

b. Aspen Discovery (ILS) staff training in January

Director Stern noted that between the 16th and 18th of January, a set of staff trainings will be needed since the library will be switching to a different ILS. She noted that currently she is looking at the library being closed in the mornings for the trainings, and opening in the afternoon.

c. Revisions to Collection Development Policy and Collection Inquiry form

This policy and form was discussed during Section XI below.

d. Miscellaneous

Director Stern discussed the series of goal setting meetings that are happening currently, and that HF 718 was brought up. She noted that due to this, the change to the funding of the library due to the passage of HF 718 was discussed. Director Stern noted that a consensus was reached regarding the funding of the library going forward. She noted that nothing is official until a vote is held, but this is a good sign.

Director Stern noted that she had previously received approval to replace the AMH, but held off once HF 718 came out. Due to this she looked into the cost of renting the equipment instead, and gave an overview of the cost to rent compared to the cost of purchasing. Director Stern noted that she inquired with the Foundation about renting, and they would like the AMH to be purchased. She noted that they said some of our funds can be used for the service agreement if necessary.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel was not present, and Director Stern did not have a report to share.

b. Youth Librarian

Librarian Hosford noted that part of the branding project has been creating a mascot for the library. She noted that she put in an order for Fable the Fox stuffed animals. Librarian Hosford noted that the minimum order is 100, so some will be kept for library desks and programs. She noted that she has inquired about getting a Fable the Fox costume as well.

XI. Library advocacy discussion

Director Stern noted that she printed out the WPL's letter regarding submitting a statement of concern. She pointed out the information regarding the limitations on which patrons can submit a request, and that a statement of concern regarding an item cannot be submitted again for three years. Director Stern noted that it might be a good idea to add limitations like this to the policy rather than the letter. A discussion was then held regarding the limitation on which patrons can submit a statement of concern, and how long before a statement can be submitted for the same item. Member Blair-Broecker suggested passing the policy with Cedar Falls and rural Black Hawk County residents only allowed to submit a statement of concern, and a statement of concern cannot be submitted for the same item until five years have passed.

- XII. Referred for Board Action
- a. Approve Collection Development Policy as revised
MOTION: (Blair-Broeker, Chadwick) to approve Collection Development Policy as revised.
Passed.
 - b. Approve closing half or full day (TBD) in January for staff Aspen Discovery (ILS) training
MOTION: (Chadwick, Edelnant) to approve closing half or full day (TBD) in January for staff Aspen Discovery (ILS) training. Passed.
- XIII. Reports of Standing and Special Committees: Action appropriate to the reports
- a. Friends of the Library
Member Edelnant noted that they will not be meeting in December. She also gave information about her discussion with the owner of The Nook.
 - b. Finance: Meeting Wed., Dec. 27 at 4 p.m. in the conference room
Director Stern noted that a meeting will be needed.
 - c. Personnel
None
 - d. Library Art: Meeting in January (TBD)
Director Stern noted that she has received a couple of submissions since extending the due date.
- XIV. Unfinished business
None
- XV. New business
None
- XVI. Adjournment
Motion to adjourn (Edelnant, Roelofse). Passed. Meeting adjourned at 4:39.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem