

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
April 3, 2019 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Sulentic, Behm, Browne, Snell, Worthington; Staff: Daniels, Gitchell-Thompson, Stern, Stuenkel, Tilton; Guest: Rodenbeck.

- I. President Mike Sulentic called the meeting to order at 4:04.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Browne, Snell) to approve the agenda. Passed.
- III. Minutes: Correction and approval
Board member Worthington was incorrectly listed as attending the March meeting, thus requiring the removing of her name.
MOTION: (Behm, Snell) to approve the minutes with the correction as presented. Passed.
- IV. Communication from Officers: Action appropriate to the communications
In discussing this section it was noted that this area of the agenda might also be used for where the resignation of a board member is discussed.
- V. Bills: Corrections/additions/deletions/approval
The bill for the glass installed on the second floor railings was mentioned to highlight the look of the railings with the glass now attached to them. Board member Snell mentioned the levy funding portion of the bills and inquired whether Cedar Rapids has a levy. President Sulentic mentioned the variety of different endowments: Berg, Ray, etc. President Sulentic also brought up whether Dell Marketing is just Dell.
 - a. General Fund, Levy Fund, Grant Funds
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)For clarification purposes, President Sulentic asked about the endowment fund having a budget of \$60,000 but \$128,000 has been spent so far. Director Stern discussed how we haven't had grant funds closed out since 2017. Due to this the library will be going through our system to pull up all the bills, information, etc. in order to close out any grants that can be closed out in order to fund the endowment line.
MOTION: (Behm, Browne) to approve the March bills. Passed.
- VI. Usage Report

It was mentioned that we should now be past the snow issues that led to some closings and reduction in open times. Board member Browne noted that we had a snow day last year on April 20th. It was also mentioned that on this day last year it was 78 in Cedar Falls. Director Stern noted that the usage has been pretty steady. This then led into the Black Hawk County Librarian meeting that she attended and how some of the other libraries are actually seeing less for the door count this year. Board member Behm asked if a lot of the library's usage is due to ebooks? Stuenkel mentioned that ebooks are being checked out, but it is still a combination of electronic media and physical media driving our steady usage. The amount of checkouts for DVDs has started to finally come down leading us to be able to order less copies of each title. Board member Browne noted that she was just reading an article regarding the reading of ebooks increasing compared to physical books. President Sulentic mentioned the Library of Things and how that also helps bring people in. Board member Browne mentioned that being located on Main Street is an asset as it is a good location for bringing in families for programming.

VII. Director's Report

a. Staffing

The search for a new Youth Librarian was discussed with there being 16 applications received with eight of those applications being viable candidates. Out of those viable candidates there was a plan to interview five, but one of the candidates had already accepted a position leading to interviewing four candidates for the position. As part of the interview process each candidate will be doing a storytime, and hopefully by the next board meeting we will have a new Youth Librarian. Board member Behm inquired as to where the candidates are from. Most of the applicants were from Iowa, one from Illinois, and Massachusetts. The resignation of Mary Billerbeck was also highlighted and we are looking at back filling her position.

b. Update on annual Black Hawk Co. trustees meeting

This meeting was discussed with the Library Regional Consultant and it was discovered that the Bremer County library had meetings up until last year. These meetings are optional though, so we can organize a meeting if the board would like one. Board member Snell noted that she found the meeting useful. The board member needing 3 to 5 hours of professional development each year was also discussed with the board members having a list of potential activities.

c. Policies to revise/approve:

i. Co-Lab Policy

Director Stern noted that this is a new policy and has been reviewed by the city attorney.

ii. Interlibrary Loan Policy

Director Stern noted that this is also a new policy based upon the \$4 charge that was approved at the board meeting in March. Staff member Julie Tilton was then introduced as being at the meeting due to her work with the book clubs and whether or not to charge the book clubs ILL fee. Director Stern noted that she was looking for the opinion of the board regarding appealing to book clubs for their help by asking them to choose from the list of

our book club collection. We have 187 titles and there are 89 available in Waterloo's collection. Thus if the book clubs could choose from those titles instead of asking for ILLs, or if some of the book club members could share books so we could not charge them an ILL fee now. In this case we would let them know that we are not charging them an ILL fee currently, but we would reassess in December.

Board member Worthington inquired whether some book clubs choose more ILL titles than others with the answer being yes. One book club that requests a lot of ILL items is a book club that is focused on books about food which we have a limited amount of the books they would request. Board member Snell then inquired about how long do they get the items they request for? If the book club is reading the book in June they would receive the books in May, but would have to request the books in April.

Board member Worthington inquired about whether we can we just discuss the ILL with the troublesome book clubs. Director Stern mentioned that we can sometimes have 25 to 30 books that are requested that aren't picked up. Board member Browne noted that the Toronto library charges a few only if the items aren't picked up. President Sulentic noted that they need to understand that the items are still costing us even if they do not pick them up.

The idea of book groups borrowing a group of books from other libraries was mentioned. Stuenkel noted that this is helpful but we still pay some. The postage might be a little less if we can get 10 from one library rather than one from here and there. Board member Browne mentioned about spelling out the cost of postage to the book clubs and how the budget has to be monitored. Board member Behm mentioned discussing with them how there are different lines items for certain things with schools, governments, etc. Board member Browne noted that a person might then say that I am a taxpayer, so put my money towards postage.

Director Stern asked if there was anything else to add? Board member Worthington then stated that we are then just waiting to see what happens in six months? It was noted that we are and then we might have to send out the second "Sorry Charlie" option.

iii. Library Card Policy

It was noted that this policy is not a new policy, just an updating of the policy.

d. Miscellaneous

Director Stern noted that she had something for President Sulentic and Board member Snell to sign. Our portion assigned from the Black hawk County Library Association is \$32,150. The grand opening of the Co-Lab on April 13th was also highlighted.

VIII. Reports from Department Heads

a. Public Services Librarian

The annual Food for Fines event was highlighted with the plan to run the event from May 21st to May 30th. There will be an escape event at the library on Monday April 8th along with the reception for Director Stern on that day as well. A new role playing group was mentioned as well along with the Gardening club. The Power of Library award that we were awarded by Sirsi Dynix was also discussed, with a video of the presentation available on Facebook.

b. Youth Librarian

The upcoming Cedar Valley Youth Reads event that is happening from April 24th to the 26th was highlighted. Author Leslie Connor will be attending and doing a few sessions for the public.

c. Technology Librarian

It was noted that recently she has been to a couple of conferences: Library of Technology in Minneapolis and the Cosugi (ILS) conference where she learned more about the system. The projector for the Co-Lab was installed yesterday so the Co-lab construction is now complete. The computer we needed for the Co-Lab also arrived yesterday which was good since it was delayed due to a nationwide computer shortage.

IX. Referred for Board Action:

a. Co-Lab Policy

A question regarding who wrote the policy was asked. The policy was originally written by the Co-Lab committee and then reviewed by the City Attorney. Director Stern noted that the City Attorney had the best feedback due to not having a prior exposure to this policy. It was noted that this policy is intended to serve our need for the first year and then we might need to amend after we see how things go.

MOTION: (Behm, Worthington) to approve the Co-Lab policy as presented. Passed.

b. Interlibrary Loan Policy

Board member Browne inquired whether the ILL fee is counted as a fine or a fee? This will be considered a fee, and Stuenkel noted that we will not process the ILL request unless the patron's fines and fees balance is under \$5. Board member Browne suggested that if this is a fee that it would make sense to have good standing in the policy revised to include that this is defined as having less than \$5 in fines and fees. Director Stern noted that we can amend that portion of the policy.

MOTION: (Browne, Snell) to approve the ILL policy as presented with the suggested amendment to good standing portion. Passed.

c. Library Card Policy

Since this is an existing policy, it was noted that any changes are in red.

MOTION: (Behm, Snell) to approve the Library Card policy as presented. Passed.

d. Backfilling the Library Assistant position in the Youth department

MOTION: (Behm, Snell) to approve backfilling the Library Assistant position in the Youth department. Passed.

e. Food for Fines

It was mentioned that we do this every year.

MOTION: (Browne, Worthington) to approve Food for Fines. Passed.

- X. Reports of Standing and Special Committees: Action appropriate to the reports
 - a. Friends of the Library
The big news is that they will have a new president. Donna Jordan is the new president, and Sue is happy about it. The annual meeting is on 4/23 around 4:30 with wine and cheese.
 - b. Finance
Didn't meet, but will need to meet next month.
 - c. Personnel
Didn't meet.
 - d. Library Art
The library art is still here.
- XI. Unfinished business
No unfinished business.
- XII. New business
No new business.
- XIII. Adjournment
Motion to adjourn (Snell, Behm). Passed. Meeting adjourned at 4:50.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem