

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
August 7, 2019 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Sulentic, Behm, Cormaney, Kenyon, Snell, Worthington; Staff: Daniels, Gitchell Thompson, Hosford, Stern; Guest: Rodenbeck.

- I. President Mike Sulentic called the meeting to order at 4:03.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern noted that due to Ayoko Condon moving from her shelver position to a different position within the Library she would like to add to the agenda backfilling a 15 hour shelver position.
MOTION: (Behm, Snell) to approve the agenda with the addition. Passed.
- III. Minutes: Correction and approval
MOTION: (Cormaney, Kenyon) to approve the minutes as presented. Passed.
- IV. Communication from Officers: Action appropriate to the communications
None
- V. Bills: Corrections/additions/deletions/approval
President Sulentic inquired whether some of the higher costing items are due to the usual yearly renewals. Director Stern noted that they are.
 - a. General Fund, Levy Fund, Grant Funds
Member Snell inquired about the budgeted amount for the Friends of the Library line being \$64,000 as it seemed high to her. Director Stern then inquired of Admin. Assistant Daniels about this. Admin. Assistant Daniels noted that he wasn't sure of why it was \$64,000 this year for the budget. Member Snell then noted that she wondered if this had anything to do with the increase in revenue they had this year, and whether it had anything to do with being open on Fridays. Director Stern noted that she could double check about this line being budgeted at \$64,000. She then asked Guest Rodenbeck if this might have something to do with the Co-Lab. Guest Rodenbeck noted that she thought it was due to this. Member Snell then inquired about whether it looked like the spending on postage is leveling off. Director Stern noted that now that we are charging for ILLs we are seeing fewer abuses with clubs sharing copies, not ordering as many, choosing books off the list of available titles, etc.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
MOTION: (Behm, Cormaney) to approve the June bills. Passed.
- VI. Usage Report
President Sulentic notes that there was a big jump from the previous month in patron count and inquired whether it was due to the reading program. Director Stern noted it probably

was, but the count is down a little from the previous year. Member Kenyon inquired about what the outreach programs are. Director Stern noted that it varies from month-to-month, but there are ones that happen each month like Youth department's Traveling Tales. She also noted that the Library will do some outreach at Pride Fest, and Dan and Katie go to various community events on a regular basis. President Sulentic then inquired about the reference statistics being lower. Director Stern noted that there can be a variety of reasons with one being if they are busy they don't always remember to count some of the questions they were asked.

Member Worthington then inquired about how things are going at the Community Center. Director Stern noted that things are going well and there was recently a bus trip with the seniors. There will also be a bus trip this Friday 8/9) as well another trip in the future as well. Another group has also inquired about using the center to play cards on Thursday with it being a Pinochle group. Member Kenyon asked if having the position was helpful and what the person's name was that is working in the Community Center. Director Stern noted that it is helpful and her name is Tiana. Member Kenyon inquired if she was working 35 hours a week. Director Stern noted that she works 29 hours at the center every other week, and the other weeks she works 4 hours on a Saturday in the Library and the rest at the center.

VII. Director's Report

a. Strategic planning

Director Stern noted that RFPs have been sent to companies here in the Midwest in order to save on airfare. The Library has used different consultants in the past with Bill Withers having completed the last one, but has retired. She noted that proposals are due before September, so we should be able to ask the Board to vote on them at the next meeting. Director Stern noted that the State Library mostly just does private consulting and does not write the plan, only helps the organization write the plan.

b. Policies

Director Stern noted that the policies for the Board to vote on at this meeting are: Website Links, Petitions & Soliciting, and Bill of Rights. The Bill of Rights has had nothing done to it as it is a policy that we adopt, but it is included.

i. Website Links

ii. Petitions & Soliciting

iii. Bill of Rights

c. Fall Council Breakfast

Director Stern noted that the next one will be held on Friday October 4th at 8 AM. This is being done as when they were scheduled in the Spring they were so far removed from the end of the fiscal year. She also noted that as usual the Friends will provide breakfast and Director Stern will go over the annual report.

d. Update on Trustee vacancy

Director Stern noted that the vacancy will hopefully be filled on Monday (8/12). Charlie Blair-Broecker is the candidate that is being considered for this vacancy.

e. Miscellaneous

Director Stern noted that the security cameras might be getting installed any day now. She noted that she has created a draft of a security camera policy based upon some good examples that she has found. Kevin Rogers then reviewed this policy and made suggestions, and staff will have a chance to review the policy at the next review meeting on 8/13.

Director Stern also noted that the DOT kiosk would be going away soon as the machines are lasting a couple of years less than what they were designed to last. It will be inoperable on Friday 8/13 and should be removed on 9/2. Director Stern also noted about needing to backfill the shelver position vacated by Ayoko. The retirement of the Waterloo Public Library Director was also mentioned, as it would be happening on 8/8.

VIII. Reports from Department Heads

a. Public Services Librarian

Since Librarian Stuenkel was unable to attend, Director Stern noted that on Saturday, September 21st there will be a Lego and Duplo building competition. The winners will receive gift cards good for Barnes and Noble.

b. Youth Librarian

Librarian Hosford noted that 1,489 kids registered for this year's reading program which is just shy of the number from last year. She also noted that during this program a total of 2,000 free books were given out as one book could be earned after three visits and another on their sixth visit. In total there were 6,670 hours read, and almost 6,500 patrons attended programs. Aldridge Elementary had the most kids participate by percentage so they will be receiving a trophy. Currently the Youth department is taking a breather, but Librarian Hosford noted that they are planning some programs, with one being a foam armor demonstration. Librarian Hosford noted that she has been working on securing the passes for the Adventure Pass program as she has been purchasing them and they have been slowly coming in.

c. Technology Librarian

Librarian Gitchell Thompson noted that it has been a long process, but she is almost done with the Windows 10 upgrade that was necessary due to Windows 7 no longer being supported at the end of this year. She has also upgraded some printers in the Youth workroom and in the Circulation department as well. Librarian Gitchell Thompson also noted that she is receiving a quote for some new public computers due to the Windows 7 issue. She is also updating some policies for review at the next meeting, and is updating and migrating the staff procedures documents to the new site. Librarian Gitchell Thompson noted that we are still dealing with a few issues after the phone migration, but she is optimistic that they will be resolved soon.

IX. Referred for Board Action:

Member Kenyon inquired regarding who helps with updating the policies. Director Stern noted that the staff help go over them at the monthly all-staff meeting, and the City Attorney.

a. Policies

President Sulentic inquired about if the parts being eliminated were the ones in red. Director Stern noted that the parts that have a line through them are the eliminations, and anything in red without the line is new.

i. Website Links

MOTION: (Behm, Kenyon) to approve the Website Links policy. Passed.

ii. Petitions & Soliciting

MOTION: (Cormaney, Kenyon) to approve the Petitions & Soliciting policy. Passed.

iii. Bill of Rights

MOTION: (Behm, Cormaney) to approve the Bill of Rights policy. Passed.

b. Backfill Shelver position

MOTION: (Kenyon, Behm) to approve backfilling the Shelver position. Passed.

c. Recommendation from Personnel Committee

Member Cormaney noted that the committee has completed the six month review process of Director Stern and would like to make a motion based upon what was in the letter of offer to increase her compensation pay due to receiving a good review and obtaining her degree.

MOTION: (Behm, Snell) to approve the raise for Director Stern. Passed.

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

a. Friends of the Library

Member Snell noted that they haven't met yet, but do have a President and Vice President now. Their next meeting is scheduled for September.

b. Finance

i. Meeting Wednesday, Aug. 28 at 4 PM

Director Stern noted that there has been a donation from a family recently for some items that would go to the Youth department. Due to this she would like for this committee to meet in order to secure some funds to help supplement the donation. Some of the items donated are clouds that can hang from the ceiling panels.

c. Personnel

Member Cormaney noted that this committee was going to take a break for a while.

d. Library Art

Member Behm noted that they held a meeting on July 25th with a couple of employees from the Hearst, and met about the Redfern display case. During this meeting, they looked at guidelines and upped the amount of money that will be paid to artists to \$2,500. The committee will be working with the Hearst to get the information out regarding taking applications/proposals. These are due on September 30th, 2019, and the display would be installed on January 3rd, 2020. Director Stern will be the contact person at the Library, and Member Behm noted that there is info at the front desk regarding size and other criteria for interest parties.

XI. Unfinished business

None

XII. New business

None

XIII. Adjournment

Motion to adjourn (Kenyon, Worthington). Passed. Meeting adjourned at 4:40.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem