

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
July 10, 2019 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Sulentic, Behm, Browne, Cormaney, Kenyon, Snell; Staff: Daniels, Gitchell Thompson, Hosford, Stern, Stuenkel; Guests: Roeding.

- I. President Mike Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
Director Stern noted that there are two items that needed to be added to the Referred for Board Action portion of the agenda. The two items are backfilling a 29 hour youth intern position, and approving the FY 20 Library budget.
MOTION: (Behm, Cormaney) to approve the agenda with the additions. Passed.
- III. Minutes: Correction and approval
MOTION: (Kenyon, Snell) 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 the Library utilities are normally set at the same level. Director Stern noted that they are as they are actually controlled at City Hall, but they can be overridden for a short while here at the building. She also noted that it was recently discovered that the time on the HVAC system was off as the reference workroom was 83 degrees one day as the system thought that it was night.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
President Sulentic inquired about the County Tax amount being higher than what was budgeted. Guest Roeding noted that the budgeted amount each year is based upon how much was taken in previously. Then the actual amount might increase or decrease from one year to the next.
MOTION: (Cormaney, Browne) to approve the June bills. Passed.
- VI. Usage Report
President Sulentic noted that the patron count for May 2019 was down compared to the same time the previous year, but the circulation was up. Member Behm also noted that the hours the Library was open was also up. Director Stern noted that it might have to do with

people checking out more materials at one time so they have to make less trips. President Sulentic mentioned the YA circulation and how it is a hard one. Member Browne agreed and noted that it is hard to know the exact cutoff when someone will start into adult books. Member Kenyon asked about Overdrive and the costs associated with it. Director Stern noted that the Library pays a platform fee and it costs to put items on Overdrive for patrons to check out. President Sulentic noted that there were less reference questions. Director Stern noted that this could be due to less questions or not all questions being recorded.

VII. Director's Report

a. New phone system

Director Stern noted that we have a new phone system, but will let Erin talk about that. Director Stern noted that there are some issues still with the system, like if you call directly to one of our numbers you will get the voicemail from the old phone system. She noted that this means people with direct lines have to go to City Hall to check messages. Director Stern noted that hopefully all of this will be fixed on July 11th. President Sulentic inquired if you always have to go to City Hall? Director Stern stated that you do have to in order to get messages. Librarian Hosford noted that she has received a few direct calls since the switch.

b. Friends funds

Director Stern noted that the Friends of the Library has had a good year and have some excess funds. Due to this she met with the Friends President and Treasurer to discuss what can be done with the excess and what items the Library could purchase. During this discussion it was decided to use some of the money for the Redfern Display, some new coffee makers and tables for the meeting room, and to pay for the security cameras that were approved in a previous board meeting. The tables will be coming from Storey Kenworthy and will be flip-top tables on wheels like the ones in the Co-Lab. President Sulentic asked if the excess will pay for all of the security cameras. Director Stern noted that it will pay for all of the camera system.

i. Redfern Display

ii. Coffee makers and tables for meeting room

iii. Security cameras

c. Funding Requests

Director Stern noted that we have two funding requests to present that were approved during the Finance Committee meeting.

i. Adventure Pass Program

Director Stern noted that one request is for \$1,559.00 from the Ray endowment to expand the Adventure Pass Program based upon the positive feedback the Library has received on Facebook regarding the program. Due to this the Library is seeking funding in order to purchase additional passes and to add two additional venues.

ii. Entrepreneurship Collection

Director Stern noted that Danny Laudick of Mill Race has decided to offer some free workshops for aspiring entrepreneurs who can't afford the membership fee to Mill Race. He would like to partner with the Library in this endeavor and asked about the Library purchasing some books that would be suggested to those attending the workshops to check out. Due to this Director Stern noted that the Library is looking to use \$2,000 from the Ray endowment.

d. FY20 library budget

e. Miscellaneous

Director Stern noted that with Debbie retiring the Library is looking at moving 11 hours of her position to the Youth department in order to make a 29 hour employee full-time, and use the other 29 hours for a position in Tech Services. Jenny Brannan will be moving from the Youth department to fill the 29 hour position in Tech Services so Director Stern would like the Board to approve backfilling the 29 hour Youth intern position that will be open when Jenny moves to her new position on August 1st.

Director Stern noted that she isn't looking for the Board to vote on this today, but wanted to bring up the idea of becoming fine free. She noted that other libraries like Council Bluffs, Waverly, Dubuque, etc. have recently gone fine free. Director Stern noted that she wanted to put the idea out there for the Board to think about whether they want to eliminate all fines or just fines from certain materials. She also noted that this would be fine free in regards to late fees, but patrons would still have to pay for lost and damaged items.

President Sulentic brought up people keeping hotspots for an extended period of time.

Librarian Stuenkel noted that the fine for hotspots was maxing out at \$20 which is pretty cheap to get internet service, but it has been changed to \$50. Additionally the devices could be shut off. Member Cormaney inquired about how much revenue late fees was bringing in for the Library. Director Stern noted that the amount is around \$30 to \$35,000. Member Behm noted that the Board has discussed this idea over in the past few years. Member Browne inquired about how the fine collection service was working out. Librarian Stuenkel noted that it isn't bringing much in as maybe 10 people have paid, but over 100 were sent to collections. Director Stern noted that it isn't paying for itself currently, but wanted to give it six months to see how this worked out. President Sulentic asked about what percent covers the cost of an item if they lose or damage it. Librarian Stuenkel noted that in some cases patrons are allow to just purchase the same item and turn that into the Library to pay off their fine due to some of the costs of items being inflated. Librarian Hosford noted that some studies have been done regarding libraries being fine free and there hasn't been a huge increase in people keeping items for longer due to no fines. Member Snell inquired about how this would work if a patron wants to check something out and they have something overdue. Director Stern noted that the Library could use the old Netflix model where a patron can only check items out if they have no overdue items. Member Browne noted that some places do automatic renewals along with being fine free. Director Stern noted that some places also have a seven day grace period before items show as overdue.

VIII. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that the RBDigital service that provided patrons with e-magazines was not renewed as the circulation was too low to justify the expense. Yesterday (7/9) was the first sign language class offered at the Library and was very popular. The sign-up sheet for the class was full along with a sizable waiting list. Debbie's retirement party is on July 31st. This year's Food for Fines campaign resulted in 1,148 pounds of food and \$4,047.26 of fines being waived.

b. Youth Librarian

Librarian Hosford noted that for this year's Summer Reading Program there were 1,086 children signed up in June, 1,417 currently signed up, 1,512 total signed up last so there is a chance to beat this amount due to having two week left in the program. During this past month there were 2,874 kids that attended a program and 130 kids were reached through

traveling kids. Librarian Hosford noted that she is working on expanding the Youth department's social media presence.

c. Technology Librarian

Librarian Gitchell Thompson noted that she has been working on getting new self-checkouts, which is something that has been in process for the last three year. Currently she is getting quotes from various vendors. Additionally she is working on redesigning the staff site and updating it with the information that staff needs. The phone systems were changed last week with a number of staff attended a training at the Public Works building. At this time all of the phones have been replaced, but not all of them have been ported yet. She also noted that she is working on getting her budget straightened out as well.

IX. Referred for Board Action:

a. Funding Requests

i. Adventure Pass Program

MOTION: (Behm, Kenyon) to approve the Adventure Pass Program funding request. Passed.

ii. Entrepreneurship Collection

MOTION: (Cormaney, Behm) to approve the Entrepreneurship Collection funding request. Passed.

b. Backfilling 29 hour youth intern position

MOTION: (Browne, Snell) to approve backfilling the 29 hour youth intern position. Passed.

c. Approval of FY20 library budget

MOTION: (Behm, Kenyon) to approve the FY20 budget. Passed.

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

a. Friends of the Library

Member Snell noted that the President of the Friends, Donna Jordan, has had to resign due to an illness. At this time the Friends are assuming that the Vice President will be taking over.

b. Finance

President Sulentic noted that this committee met and approved the funding requests that were referred for board action. Director Stern noted that she doesn't believe the committee needs to meet later this month.

c. Personnel

Member Cormaney noted that the committee is in the process of getting the materials for Director Stern's six month review out as August 15th would be the end of her first six months. Member Browne noted that she dropped off the envelopes yesterday (7/9) at the Library to get them mailed out to Board members and others. Each envelope has an envelope inside so completed questionnaires can be mailed out to Member Cormaney. It was noted that the committee would like all questionnaires returned by July 19th. After that they will work on transcribing the results, meet, and have a recommendation for the Board at the next meeting.

d. Library Art

Member Behm noted that a meeting is scheduled for this committee later this month. During the meeting they will discuss funds, revise guidelines, and discuss the Redfern display case: purpose of case, how often it is changed, how much is paid to artists.

XI. Unfinished business

None

XII. New business

Member Snell asked if a paper copy of the agenda could be provide at each meeting in the future so there would be something available for note taking. Member Cormaney inquired about whether the Board was getting a new member. President Sulentic noted that so far he has received an informal item from Evan, but President Sulentic notes he believes a formal letter is needed. Director Stern noted that Mandy Thurm at City Hall can tell us if what has been received is good enough or not for purposes of resigning from the Board.

XIII. Adjournment

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

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem