

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
June 5, 2019 4:00 PM
Cedar Falls Public Library
Conference Room

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

- I. President Mike Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Behm, Kenyon) to approve the agenda. Passed.
- III. Minutes: Correction and approval
MOTION: (Behm, Cormaney) to approve the minutes as presented. Passed.
- IV. Communication from Officers: Action appropriate to the communications
President Sulentic noted that we never have anything for this section. Member Behm noted she might write a letter some time.
- V. Bills: Corrections/additions/deletions/approval
President Sulentic inquired if the Library was eligible for doing a budget plan with CFU. Member Cormaney noted that the Library is outside of the scope of the program. President Sulentic inquired about having paid for the Mamava pod. Director Stern noted that we have and we wound up receiving a Mother's Day discount on it. She also noted where it is currently located in the Youth department. Additionally the post regarding the Mamava pod has received over 400 likes on Facebook and KWWL put the picture that was on Facebook up on their webpage. Member Behm recounted a story with a nursing mother at her store and how her positive treatment of a nursing mother received positive feedback from customers.
 - a. General Fund, Levy Fund, Grant Funds
Member Snell inquired about the \$496,040 and whether that was the amount that the Library received from property taxes. Director Stern noted that it was and that she has a meeting on June 6th to double check on carryovers and extra money in regards to this. Director Stern also noted that when one business went off the property tax abatement the Library received a bump due to this. Member Kenyon noted that about 50% of the property in Cedar Falls is still not being taxes yet.
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)

Director Stern noted that while some of the percentages show that we are over 100% she was given a report that shows we should come out under what was budgeted.

MOTION: (Cormaney, Kenyon) to approve the May bills. Passed.

VI. Usage Report

President Sulentic noted that there was a good patron count, and was there anything going on special that day at the Library due to schools close to be done for the school year.

Member Behm noted that the next day (6/6) would be the last day of school. Member Snell noted that with being so close to the end of school that she has seen an increase here at the Library. Director Stern noted that Summer Reading started on Monday (6/3). Member Kenyon inquired about two groups using the Co-Lab space. Director Stern noted that this was accurate and that the count should be going up, and that there will be new sewing machines purchased for the space the next day (6/6).

VII. Director's Report

a. Youth librarian introduction

The new Youth Librarian (Rebekah Hosford) introduced herself and gave a little background regarding where she grew up and where she worked prior to joining the Cedar Falls Public Library. She also noted that if the members have any questions feel free to ask. The members then introduced themselves to Rebekah. Director Stern noted that Rebekah has hit the ground running.

b. Backfilling full time library assistant position

Director Stern noted that Debbie Wilkinson is retiring on July 31st. Due to this Director Stern and Librarian Stuenkel are looking at shifting some hours around after Debbie retires. Director Stern noted that she is looking at moving Debbie's full time position to the Youth department by adding 11 hours to the schedule of an employee currently working 29 hours. Additionally she would like to move someone that is full time but working in Tech and Circulation into just Circulation. This would then leave 29 hours for an employee to work in Tech.

c. Proposed closing Friday, Sep. 13 for staff in-service

Director Stern noted that she would like to be closed this day for an in-service. At this time the content is not fully set as she has asked staff for information on what they would like to go over.

d. Redfern display case

Director Stern noted that with all of the other items happening regarding turnover and other issues this display case has not been the priority. Member Behm inquired whether this is the display case by the front doors, and it is this display case. This brought up the Art committee's budget and a potential \$1,500 to pay for an artist to make a design for this display case, and that this might need to be raised. This led to an inquiry about who is serving on the Art Committee with Member Behm and Director Stern being the only two on the committee. Director Stern then inquired whether they should meet. Member Behm

agreed that they should meet. Director Stern then noted that the guidelines for the display case note that it should be changed out annually.

e. Policies to revise/approve:

Director Stern noted that the Freedom Policy is an ALA policy so there are no revisions to the policy. The ICN policy is being withdrawn since the Library no longer has the equipment. The 3D Printer policy is new since there is a new 3D printer for the Co-Lab. The Co-Lab policy has seen some revisions by the Co-Lab committee after putting it in action and seeing the need for a few changes, so it has been brought back for review and approval.

- i. Freedom to Read Policy
- ii. Gift Recognition Policy
- iii. ICN Policy
- iv. 3D Printer Policy
- v. Revised Co-Lab Policy

f. Miscellaneous

Director Stern noted that there will not be any policies on the next agenda as the All Staff meeting will be used for something other than revising policies. She also noted that the Library will be receiving personnel policies from the City soon which will then be updated to fit the Library.

VIII. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that a decision was made to no longer subscribe to Zinio, which are e-magazine, as it is not cost effective. She also noted that the Food for Fines program ended on May 30th with a total of \$4,047.26 in fines being waived, but we haven't received the total pounds of food donated yet. Librarian Stuenkel also noted that the company that was taking our books for recycling is no longer taking them. In the past we would get rid of four bins of books per week and are finding alternatives for what to do with them like a free cart for the Book Nook that is going over well, and throwing them away. Member Snell mentioned donating them to Goodwill and other places. Librarian Stuenkel noted that the ones we are throwing away are the gross books. She also noted that the company that was cleaning our disc based media is no longer offering the service, so the Library purchased a machine so this can be done here. Librarian Stuenkel noted some upcoming events like Cultural Literacy on 6/24, a Waterloo Theme Parks event on 6/26, a six week long Introduction to Sign Language class starting on 7/9. Member Kenyon asked about how the collection process was working. Librarian Stuenkel noted that about four or five patrons have been collected from. Director Stern noted that after some time in the program it will be looked at and then have the Board vote on either continuing or discontinuing it.

b. Youth Librarian

Librarian Hosford noted that there were not a lot of in-house programs in May due to using it as a month to get ready for summer reading. She noted that there were school field trips during May and May the 4th (Star Wars) programming. Librarian Hosford noted there were about 500 kids attending the in-house programming and a couple of hundred that were

served by Traveling Tales. She noted that summer reading has just started with several special performances happening, and morning storytimes have started again this month. Librarian Hosford also noted about the Adventure pass and how people can apply for 2 kids and 2 adult tickets to the Blank Park Zoo, Grout Museum, and Science Center of Iowa.

c. Technology Librarian

Librarian Gitchell Thompson noted that the slowly but surely more items are being added to the Co-Lab, and that more people used the space in May. She also noted that hopefully the revised policy will make it easier for people to sign up to use the space. Librarian Gitchell Thompson noted that she partnered with a police officer to do some outreach at Orange Elementary regarding internet safety. She also noted that we are still offering device advice, and that she is working on creating some guides and wikis on how to do some of the various tasks that she does since she is the only one that knows how to do them.

IX. Referred for Board Action:

a. Backfilling full time library assistant position

President Sulentic asked if this was a permanent change for how Director Stern noted this was being done earlier. Director Stern noted that this will be as permanent as it can be in a library. President Sulentic then brought up City approval. Director Stern noted that she will have the Admin team look it over for approval.

MOTION: (Behm, Chadwick) to approve backfilling the full time library assistant position. Passed.

b. Request to close the library Friday, September 13 for staff in-service

MOTION: (Behm, Kenyon) to approve closing the Library on Friday, September 13th for a staff in-service. Passed.

c. Approval of Policies

i. Freedom to Read Policy

ii. Gift Recognition Policy

iii. ICN Policy

iv. 3D Printer Policy

Librarian Gitchell Thompson noted there is one little change she noticed on the policy regarding needing to capitalize first floor.

v. Revised Co-Lab Policy

MOTION: (Behm, Cormaney) to approve the policies as presented with the update suggested for the 3D Printer policy. Passed.

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

a. Friends of the Library

Member Snell noted that the new Friends of the Library president (Donna Jordan) has started to work on updating some of the committees.

b. Finance

Director Stern noted that the committee would need to meet this month as there will be at least one new proposal. The meeting location will be the Director's office.

i. Meeting Wednesday, June 26 at 4 p.m.

c. Personnel

Member Cormaney noted that the committee is starting the process to do a review of Director Stern.

d. Library Art

The Library Art committee is planning on meeting soon.

XI. Unfinished business

None.

XII. New business

Member Kenyon inquired about whether the board is actually going to meet on July 3rd.

Director Stern noted that it is on the schedule but it can be moved if the Board would like to move it. Member Cormaney noted that she would like to move the meeting to July 10th.

Director Stern noted that she has been summoned for jury duty that week so she is not 100% sure that she will be able to attend. This led to some ideas of how not to be picked to be part of a jury.

MOTION: (Cormaney, Chadwick) to move the July Board meeting from July 3rd to July 10th.
Passed.

XIII. Adjournment

Motion to adjourn (Kenyon, Cormaney). Passed. Meeting adjourned at 4:37.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem