

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
May 1, 2019 4:00 PM  
Cedar Falls Public Library  
Conference Room

Members present: Sulentic, Browne, Chadwick, Cormaney, Kenyon, Snell, Worthington; Staff: Daniels, Gitchell-Thompson, Stern, Stuenkel; Guest: Jordan, Rodenbeck.

- I. President Mike Sulentic called the meeting to order at 4:05.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Browne, Snell) to approve the agenda. 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
- V. Bills: Corrections/additions/deletions/approval
  - a. General Fund, Levy Fund, Grant Funds
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)Board member Snell inquired whether they had approved the property tax on page 15 and what the intergovernmental item was referring to? Guest Rodenbeck noted that intergovernmental is usually for items like state aid and transfers from one governmental entity to another.  
MOTION: (Cormaney, Chadwick) to approve the April bills. Passed.
- VI. Usage Report  
Board member Chadwick inquired about a line graph of the previous 12 months for physical and digital being created for the packet. Director Stern noted that this would be easy to add in (**NOTE:** There are three graphs based upon this request in the June 2019 packet). Board member Worthington noted that many people reduced the frequency of leaving the house during the first quarter due to the weather and inquired to whether that happened to the Library. Director Stern noted that due to weather there can be peaks and valleys with some people choosing to stay home. Board member Snell noted that the number for the Youth department is amazing. Board member Worthington noted about seeing teenagers in the Library using the services provided. Board member Snell noted that the kids noted right where to go. Board member Browne mentioned that during a recent visit she saw a child

that was here for the first time want to go up the stairs to explore even though the person they were with was trying to explain to them that the Youth department was downstairs.

VII. Director's Report

a. Staffing update

Director Stern noted that at this time she still cannot announce anything regarding the hiring of the new Youth Librarian. She did note though that she and Librarian Stuenkel would be interviewing individuals the during the week for the Youth Librarian Assistant position. This might allow both of the new employees to start at the same time (end of May).

b. Policies to revise/approve:

Director Stern noted that there are a few policies for the board to look over at this meeting, but they are short which is why there are four. Staff suggestions are seen via strikethroughs, red text, etc.

- i. Electronic Intellectual Freedom Policy
- ii. Electronic Signage Policy
- iii. Extended Loan Periods Policy
- iv. Fines & Fees Policy

c. Cedar Falls Community Foundation Requests

Director Stern noted that there are a couple of requests to vote on this month, and they have been approved by the Finance Committee at the most recent meeting. Have some requests due to now having someone in the Community Center they are asking for trips, etc.

i. Library Outreach to the Community Center

Director Stern noted that this request is due to now having someone in the Community Center. The seniors at the center have recently been asking for trips, etc.

ii. Mamava 2019 Increase

Director Stern noted that this request is to supplement the original request that was made due to the price that was quoted expiring and thus the price increased in January.

iii. 2019 Downloadable Music

Director Stern noted that this request is for our Freegal catalog.

d. Miscellaneous

Director Stern noted that on a personal note, she turned in the last assignments she needed to turn in the weekend before the meeting.

VIII. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that program numbers are still doing really well with the Retirement Seminar drawing 87 people the night before the meeting. There were also 45 people for the showing of Green Book. On Saturday May 4<sup>th</sup> the Library will be showing the original trilogy (Episodes 4, 5, 6) of Star Wars, and there will also be crafts and other activities. On May 11<sup>th</sup> there will be a bike rodeo in the parking lot. On May 20<sup>th</sup> will be 10 Life Changing Reasons to Ride your Bike.

b. Youth Librarian

Director Stern noted that at the Cedar Valley Youths Read events this month there were 628 people who attended this year. At this event the Library partnered with Barnes and Noble to sell books. The Friends will be getting the bill and the profit on the sales due to the books being sold to them by Barnes and Noble at a 20% discount. Director Stern also noted that there will be no storytimes or other programs in May due to school field trips that will be happening this month. She noted that the schedule is a little ugly, and that she will be taking the field trip one on Friday 5/3.

c. Technology Librarian

Librarian Gitchell-Thompson noted that April tax season is over, so the partnership with RSVP is done for the year. She also noted that at the Co-Lab grand opening there were 120 people that attended on April 13. It was a 5 hour long grand opening with people there the entire time. During this time Librarian Gitchell-Thompson showed off various equipment, and had the 3D printer going the entire time to demonstrate what it could do. She noted that the next project will be to get staff used to the printer and other machinery and software, and is hoping soon to start printing jobs for patrons through website. Librarian Gitchell-Thompson noted that other major equipment has been ordered, but it needs to be set up. She also mentioned that the Internet went down in the building earlier in the morning for about an hour, and will be upgrading some of the infrastructure.

IX. Referred for Board Action:

a. Approval of Policies

i. Electronic Intellectual Freedom Policy

Director Stern noted that there were no changes to this policy since it is an ALA policy.

ii. Electronic Signage Policy

iii. Extended Loan Periods Policy

iv. Fines & Fees Policy

Board member Browne asked if they should be voted on as a bundle. This was agreed upon. MOTION: (Kenyon, Chardwick) to accept and approve all of the policy changes as presented. Passed.

b. Funding request for Library Outreach to the Community Center: \$4,000 Berg Misc.

President Sulentic noted that he approved all of these request at the Finance meeting. Director Stern noted that related to this request she was wondering if anyone knew someone that knows how to teach line dancing. Board member Browne noted that elementary school gym teachers might be an option.

MOTION: (Cormaney, Kenyon) to approve this funding request. Passed.

c. Funding request for Mamava 2019 increase: \$1,000 Building Misc.

MOTION: (Chadwick, Browne) to approve this funding request. Passed.

d. Funding request for 2019 Downloadable Music: \$5,000 Berg Misc.

Director Stern noted this is to supplement the 2018 eMaerials request. Board member Kenyon asked what the amount of that request was. Director Stern noted that it was \$10,000. Board member Chadwick asked is this is a yearly amount. The answer was no

which led to the question of whether Freegal was being canceled which was also a no. Director Stern noted that currently we are sticking items like this in where we can, but soon we will have dedicated line items for various electronic media like this.

MOTION: (Chadwick, Browne) to approve this funding request. Passed.

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

a. Friends of the Library

Board member Snell noted that Donna Jordan is going to be the new president of the Friends and is anxious to start the following Thursday officially. She asked for her to attend this meeting though as she wanted everyone to meet since Donna will be busy. Everyone at the meeting then introduced themselves to her.

b. Finance

Director Stern noted that a meeting was held in April, but the committee does not need to meet this month. Board member Kenyon inquired about a reminder so that he doesn't miss the next time the committee meets.

c. Personnel

Board member Cormaney noted that the committee met, but it was more of a conversation than a meeting. During this time they chatted with Director Stern about goals and how there will be a review around August. Board member Cormaney noted that Director Stern has the committees support.

d. Library Art

No one from that committee attended this month's meeting.

XI. Unfinished business

No unfinished business.

XII. New business

No new business.

XIII. Adjournment

Motion to adjourn (Kenyon, Chadwick). Passed. Meeting adjourned at 4:35.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem