

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
November 6, 2019 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Blair-Broeker, Chadwick, Cormaney, Kenyon, Snell, Worthington; Staff: Daniels, Hosford, Stern, Stuenkel. Guest: Rodenbeck.

- I. Vice President Cormaney called the meeting to order at 4:05.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Snell, Kenyon) to approve the agenda as presented. Passed.
- III. Minutes: Correction and approval
MOTION: (Chadwick, Snell) to approve the minutes as presented. Passed.
- IV. Communication from Officers: Action appropriate to the communications
None
- V. Bills: Corrections/additions/deletions/approval
Director Stern noted that at the end of the packet are two invoices that were received at the last minute and were unable to be part of the normal bill report, but would like the Board to include these when voting on approving the bills.
 - a. General Fund, Levy Fund, Grant Funds
None
 - b. Financial Reports (General, Levy, Grants, Foundation Funds)
Member Blair-Broeker inquired about the adult and youth e-materials lines since there is money spent from those lines, but no budget for them. Director Stern noted that these were a couple of the lines added this fiscal year to better reflect some of our purchases, however they were added too late to have a budget amount for these lines. Due to this they will be adjusted during budget amendments.
MOTION: (Chadwick, Snell) to approve the bills with the additions. Passed.
- VI. Usage Report
Vice President Cormaney noted that circulation seems to be pretty steady. Director Stern noted that it dips a little in September usually. The reduction in patron count versus the previous year was inquired about, with the reason noted that this year the building was closed an extra day due to the in-service held during September.
- VII. Director's Report
 - a. Strategic planning update

Director Stern noted that after the October meeting the company that the Board chose was contacted and all of the information that the City requires to be provided to them was communicated to the company. As part of the insurance policy there is a waiver that is required that the company was not willing to include as part of their insurance packet so the company eventually withdrew. Due to this the State Library was contacted for a potential extension which resulted in a three month extension for completing the strategic plan allowing for it to be turned in during May. Director Stern noted that she also contacted Kimberly Bolan & Associates to see if they could meet all of the requirements necessary in order to then ask the Board to reconsider hiring them. After some time to review, the materials required were completed and submitted by Kimberly Bolan & Associates. Due to this Director Stern noted that hiring them has been added to the Referred for Board Action section.

b. Closings 2020

Director Stern noted that the closings desired for 2020 are the same types/dates as presented to the Board for approval in prior years. It was also noted that she was hoping to get these approved prior to December so they can be published.

c. Technical services position

Director Stern noted that there has been a backup in processing of materials with some of the circulation staff having to help out. Due to this she noted she was hoping to make this 29 hours per week part-time position into a full-time position. Director Stern noted that this will be an internal posting that anyone could apply for, and that this comes from the Levy fund which currently has a reserve. Librarian Hosford noted that just for the youth department there is routinely 200 to 300 items that need processing each month.

d. Policies

i. Petitions/Soliciting revision

Director Stern noted that while the Board recently approved this policy it was necessary to revise the policy and have them vote on the revision as language was added due to spamming that was occurring on the Facebook page.

ii. Trustee Bylaws

Director Stern noted that the Board could vote on these this month or could wait if they would like to do so. She also noted that the question the Board had previously about Emeritus status was left open in this manner so the Board could decide.

e. Miscellaneous

Director Stern noted that the first Wednesday of January falls on January 1st. Due to this she suggested that the meeting could be moved to the following Wednesday (January 8th). In conjunction with this Director Stern noted that the normal date for the Finance Committee to meet would be on the 27th which is the day before a holiday. Thus she suggested holding the meeting a week earlier on the 20th. Due to the Board voting to eliminate the majority of fines and the questions regarding the cost of recovering these fines versus the budgeted revenue a calculation was done. Using the amount of time each employee spends per week on fines and how much they are paid per hour it takes approximately 1,858 hours and \$35,231 to collect fines each year.

VIII. Reports from Department Heads

a. Public Services Librarian

Librarian Stuenkel noted that it was International Games week so some giant games were set up. Additionally there were two programs scheduled in relation to this with one regarding mathematics and gaming, and the other about games that involve writing, drawing, and storytelling. Librarian Stuenkel also noted that on December 3rd there will be an introduction to 3D printing, and in January and February there will be some programming regarding the anniversary of the 19th amendment.

b. Youth Librarian

Librarian Hosford started with an update regarding the Adventure Pass program. She noted that 114 patrons have checked out passes, and since up to two adults and two children can attend using one of the passes it means between 114 and 456 people have attended at least one of the locations available. Librarian Hosford noted that the National Mississippi River Museum is popular but they will not be part of the program next year, and that the Blank Park Zoo is also popular. As part of International Games week the youth department has a giant Jenga set, Connect Four, large playing cards, and a life-sized Candyland that is the most popular. Librarian Hosford noted that a count of how many patrons using the games is being kept but it is difficult as some patrons will finish a game and then immediately start a new one. She also noted that a puppet show was scheduled for Friday and one the following month as well. Librarian Hosford noted a sewing workshop for children is scheduled for Saturday with potentially one being offered for adults in the future. She noted that a program involving the movie Frozen is planned due to the upcoming release of the sequel with Marcus Theatre potentially donating some popcorn and posters. Librarian Hosford also noted that there would be holiday cookie decorating program in December, and there were 1,800 that attended programs in October versus the 800 in September.

c. Technology Librarian

Director Stern noted that Librarian Gitchell Thompson could not be at the meeting, but due to her planned absence she did a lot of work setting everything up so a technical troubleshooting team would be in place during her absence. So far due to her work in setting this up everything has been going pretty smoothly.

IX. Referred for Board Action:

a. Strategic planning

Vice President Cormaney inquired if this bid is the one that was reviewed by the Board previously and that they can meet the requirements. Director Stern noted that it was the same bid, but they noted the Board could vote on a maximum amount if they chose the sliding scale option. She also noted that they believe they can meet all of the requirements, and if the Board votes to hire them the information they have submitted will be sent to the City to make sure they are meeting the requirements. Vice President Cormaney asked if any members had a preference of the sliding scale versus fixed amount option, and if there should be a limit. Member Kenyon discussed limiting the cost to \$20,000 with the customizable plan.

MOTION: (Kenyon, Chadwick) to approve hiring Kimberly Bolan & Associates to complete the strategic plan using the customizable option with a \$20,000 limit. Passed.

b. Closings 2020

MOTION: (Chadwick, Worthington) to approve the closings for 2020. Passed.

c. Technical services position

MOTION: (Blair-Broeker, Kenyon) to approve turning the current part-time position into a full-time position. Passed.

d. Policies

i. Petitions/Soliciting revision

Member Kenyon inquired where the wording addition came from. Director Stern noted that it comes from Library Gitchell Thompson, but it usually comes from staff discussion at meetings. Member Worthington inquired about instead of using social in the policy to use digital instead in order to make it broader.

MOTION: (Chadwick, Snell) to approve the wording change from social to digital and the policy. Passed.

ii. Trustee Bylaws

The issue with the wording regarding Emeritus status from the previous meeting was discussed with the idea to change it to just say six years. Some additional issues with punctuation were discussed as well. It was then decided that the suggested changes would be made and the updated draft would be presented at the next meeting for approval.

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

a. Friends of the Library

Member Snell noted that they have been busy working on updating/creating committees and thanked Director Stern for everything she has done for them. She also noted that there is a breakfast coming up on November 15th to show appreciation for all that the volunteers do.

b. Finance

A meeting is scheduled for November 20th at 4 PM in the director's office.

c. Personnel

Nothing to report.

d. Library Art

Director Stern noted that Member Behm asked her to note that the artists have been chosen for the Redfern display case and have signed the contract.

XI. Unfinished business

Member Snell inquired about the rate of RSVPs sent in regarding whether the members were attending the meeting. It was noted that this was important to know whether there would be a quorum for the meeting or not. Member Worthington inquired whether a reply should be done whether a member is attending or not, or just if they are not attending. She also noted that if she does not reply that means she will be at the meeting. Member Kenyon asked if the e-mail message could be marked in a manner to help emphasize its importance.

XII. New business

None

XIII. Adjournment

Motion to adjourn (Kenyon, Chadwick). Passed. Meeting adjourned at 4:54.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem