# MINUTES CEDAR FALLS PUBLIC LIBRARY (CFPL)

## **MEETING**

#### **BOARD OF TRUSTEES**

October 2, 2024 4:00 PM Cedar Falls Public Library Conference Room

Members present: Bessman Taylor, Chadwick, Cormaney, Edelnant, Green, Roelofse, Sulentic; Staff present: Daniels, Hosford; Guests present: Rodenbeck.

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approvalMOTION: (Cormaney, Edelnant) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approvalMOTION: (Edelnant, Chadwick) to approve the minutes as presented. Passed.
- IV. Public Forum

None

V. Board Training update

None

- VI. Communication from Officers: Action appropriate to the communications
  None
- VII. Bills: Corrections/additions/deletions/approval

Assistant Daniels noted that there are five invoices after the bill report that arrived too late to appear as part of the report. He noted that these will need to be voted on along with the bill report.

MOTION: (Cormaney, Edelnant) to approve the September bills. Passed.

a. General Fund, Levy Fund, Grant Funds

Assistant Daniels noted that there are three fund reports due to FY24 having been closed out, and the first two months of FY25 having been closed out.

b. Financial Reports (General, Levy, Grants, Foundation Funds)

None

#### VIII. Usage Report

President Sulentic noted that it looks like there was a little bit of a drop in usage. Librarian Hosford noted that the youth department doesn't do a lot of programs during August due to the end of the Summer Reading Program and gearing up for the next batch of programs.

#### IX. Director's Report

#### a. Strategic Planning Focus Group

Director Stern noted, as read by Librarian Hosford, that we have zero members lined up. If you just want to send her the contact info for anyone you recommend, she will send personal invitations. Who on the board will participate? There were questions regarding the day and time of the event, and it is Tuesday, October 22<sup>nd</sup> from 5:30 to 8:30 PM. Member Chadwick noted that he will not be able to attend. Vicki noted that she will check with the members of the Friends.

#### b. Staffing Update

Director Stern noted, as read by Librarian Hosford, that the shelver position has been filled with the new employee starting on October 7<sup>th</sup>. It was noted that Librarian Pagel is on extended leave until December, probably.

## c. Staff Inservice Day Report

Director Stern noted, as read by Librarian Hosford, that a preventing and dealing with burnout training happened. She noted that Librarian Hosford and her have begun discussing tweaks that can be done to staff workspaces to make them better (more ergonomic, more cheerful, etc.), and there will be further discussions with staff about improvements. Director Stern will look into bringing in a space consultant as well. There was also fire extinguisher and AED training, so hopefully this training made staff comfortable using the devices. Part of the next monthly staff meeting will be to walk around the building and make sure everyone knows where all the fire extinguishers, AED, fire alarm pulls, and emergency exits are. The department overviews went well and were informative.

#### d. Miscellaneous

None

## X. Reports from Department Heads

#### a. Youth Librarian

Librarian Hosford noted that in a partnership with UNI, the youth department has a work study student this semester. Member Bessman Taylor inquired if they have an interest in libraries. Librarian Hosford noted that the student is hoping to be a well-rounded individual and is going to school to be an accountant. She then discussed ergonomics in relation to the burnout training and noted that the youth department has asked for a new service desk due to issues with the current one. Librarian Hosford noted that this request might be part of the agenda around January. She noted that the music garden has been paid for and should arrive sometime this month. Librarian Hosford noted that the library participated in the recent block party, and there is a spooky story contest that ends on October 20<sup>th</sup>. She noted that there will be a franken-toy program for tweens and teens, and there will be a Diwali craft program in collaboration with the UNI International Department this month.

#### XI. Referred for Board Action

a. Approve revised personnel policies: CFD 2159.22 Severance Pay, CFD 2251.24 Insurance Benefits, and CFD 2257.24 Employee Wellness

Director Stern noted, as read by Librarian Hosford, that none of the updated policies require customization for the library. Member Bessman Taylor asked about the types of changes. Member Edelnant noted that they look to mostly be editorial changes. Director Rodenbeck

noted that the biggest change is the policy regarding wellness. She noted that if an employee completes all the challenges, that they will earn a day off.

MOTION: (Chadwick, Edelnant) to approve revised personnel policies. Passed.

b. Approve request for funds from Cedar Falls Community Foundation: Berg for E-materials 2024 (\$20,000)

Director Stern noted, as read by Librarian Hosford, adult selectors have already noticed that requests for e-books and e-audiobooks are up, and the budgeted amount will not meet the demand and keep the number of holds to a manageable level, so funds are being requested to supplement the e-materials budget this year.

MOTION: (Chadwick, Bessman Taylor) to approve request for funds from Cedar Falls Community Foundation: Berg for E-materials 2024 (\$20,000). Passed.

- XII. Reports of Standing and Special Committees: Action appropriate to the reports
  - a. Friends of the Library

Member Edelnant noted that some members volunteered as part of the stuffy sleepover program. She noted that there will be a membership drive on October 11<sup>th</sup>.

b. Finance: Meeting: No meeting needed in October

None

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Green, Cormaney). Passed. Meeting adjourned at 4:22.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem