

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
November 6, 2024 4:00 PM  
Cedar Falls Public Library  
Conference Room

Members present: Bessman Taylor, Blair-Broeker, Chadwick, Edelnant, Graziano, Green, Roelofse, Sulentic; Staff present: Daniels, Hosford, Stern.

- I. President Sulentic called the meeting to order at 4:01.
- II. Agenda: Corrections/additions/deletions/approval  
MOTION: (Blair-Broeker, Green) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval  
President Sulentic inquired about the draft stamp on the minutes. Director Stern noted that this was suggested by the City Attorney since the minutes are not a public record until they are approved.  
MOTION: (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  
MOTION: (Green, Blair-Broeker) to approve the October bills. Passed.
  - a. General Fund, Levy Fund, Grant Funds  
None
  - b. Financial Reports (General, Levy, Grants, Foundation Funds)  
None
- VIII. Usage Report  
Member Edelnant inquired if it is usual for the patron count to decrease once students are back in school. Director Stern noted that the patron count does usually decrease at that time. She noted that April and September are usually the best examples of the average patron count, etc. for the library. Director Stern noted that the patron count is somewhat inflated during the summer due to the programs happening. President Sulentic inquired about how the statistics

compare to other libraries in the state, and across the country. Director Stern noted that she has not investigated the statistics for other libraries lately. Member Chadwick inquired about what trends are happening long term. Assistant Daniels noted that he can share the trend chart that he has shared previously.

IX. Director's Report

a. FY24 Annual Survey

Director Stern noted that a copy of the survey is included in the packet. She noted that she is also communicating with the City Clerk about doing a presentation that will hopefully happen on the second Monday in January. Director Stern noted that Librarian Hosford and Intern Bredekamp have been working on a Canva template for the presentation.

b. Strategic Planning Update

Director Stern noted that she is hoping to create a survey like the one that was used during the previous strategic planning process in order to receive additional information for planning purposes. She then inquired if she should ask Eunice Riesberg to present findings at the next meeting. It was decided that this would be a good idea, so Director Stern will ask Eunice Riesberg to attend the next meeting.

c. Miscellaneous

Director Stern noted that the State Library of Iowa is now using Workday for tracking professional development. She noted that there will be two meetings tomorrow regarding the proposed parking plan. Director Stern noted that one part of the plan would have an effect on the library in that it will become a paid lot in the proposed plan. The logistics of the library being a paid lot was discussed.

X. Reports from Department Heads

a. Youth Librarian

Librarian Hosford noted that the instruments that were being purchased via the Music Garden request have arrived. She noted that they will be put together and stored during the winter and will be installed in the spring. Librarian Hosford then gave an update regarding the prenatal program and showed off the bookmarks that can be used to track the number of readings they have completed during their pregnancy. The purpose of the program was then discussed. Librarian Hosford noted that more Fable plushes have been ordered and will hopefully arrive by December. Member Chadwick inquired regarding how many have been purchased. Librarian Hosford noted that 200 have been purchased with 100 to be sold in the Book Nook. She noted that the rest will be used as part of library programs. Librarian Hosford then discussed some of the programs that are coming up during the next month. She noted that she will be installing a new storywalk soon as well.

XI. Referred for Board Action

a. Approve library closings for 2025

President Sulentic inquired if the list is the same as the City of Cedar Falls list. Director Stern noted it was not as the library has fewer official holidays, but more floating holiday time. MOTION: (Blair-Broecker, Edelnant) to approve library closings for 2025. Passed.

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

a. Friends of the Library

Member Edelnant noted that they provided snacks for the forum.

b. Finance: Meeting: No meeting needed in November

None

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

Member Green inquired about the discussion of an EMS levy since he thought levies were eliminated. Director Stern noted that she would have to double check HF 718, but she knows that it allowed levies to remain for certain programs, etc.

XV. Adjournment

Motion to adjourn (Blair-Broker, Green). Passed. Meeting adjourned at 4:39.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem