

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
February 5, 2025 4:00 PM
Cedar Falls Public Library
Conference Room

Members present: Bessman Taylor, Blair-Broeker, Cormaney, Green, Roelofse, Sulentic; Staff present: Daniels, Hosford, Pagel, Stern.

- I. President Sulentic called the meeting to order at 4:00.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Blair-Broeker, Cormaney) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
Member Blair-Broeker noted that a change is needed in the Section III portion of the minutes. He noted it says that the agenda was approved, but it should note that the minutes were approved.
MOTION: (Blair-Broeker, Cormaney) to approve the minutes as amended. 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
President Sulentic inquired if there was anything out of the ordinary. Assistant Daniels noted that there were three invoices added after the report due to them being received too late to appear as part of the report. Member Blair-Broeker inquired about the Empathy Suite invoice. Director Stern noted that it is a site with various training courses on it that staff can use for professional development.
MOTION: (Blair-Broeker, Bessman Taylor) to approve the January bills. Passed.
 - a. General Fund, Grant Funds
President Sulentic inquired if the end of 2024 balances have been received yet. Director Stern noted that she just received the packet, so the balances will be in the packet at the next meeting.
 - b. Financial Reports (General, Grants, Foundation Funds)
None

VIII. Usage Report

Member Cormaney noted that the numbers for December look good even though it is a busy month for other activities. President Sulentic inquired about how the numbers look compared to pre-COVID. Director Stern noted that she has a comparison in her recent report, so she will get it uploaded to the website soon. She noted that there is an increase in e-materials usage again. Director Stern noted a post on Facebook explaining the items available via Hoopla. Member Green inquired if there is any information regarding the demographics of the users. Assistant Daniels noted he would look to see if Hoopla, etc. categorized users into different demographics or not.

IX. Director's Report

a. Staffing update

Director Stern noted that there was a resignation in the reference department which leaves a 29-hour position open. She noted that a staff member in the circulation department would like to fill the opening. Director Stern noted that this will then leave a position open in the circulation department that will be offered to internal applicants. She noted that depending upon the person chosen for the position, this might create another opening that would need to be filled.

b. Board vacancy

Director Stern noted that there are six applications currently, and she will review them once she receives the questionnaire from each applicant.

c. Budget requests update

Director Stern noted that members from the Cedar Falls City Council met with some legislators recently. She noted that Librarian Blackford also recently attended the legislative session, and one item that happened was a filing to restore the levy. Director Stern noted that she does not know what will happen with the filing, but she wanted to mention it.

d. Miscellaneous

Director Stern noted that the survey regarding the library's strategic planning process has gone live on the website. She noted that there are also some paper copies available in the building.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that there is a blood drive tomorrow. She highlighted some upcoming programs regarding mental health that will happen in March, and some upcoming craft programs.

b. Youth Librarian

Librarian Hosford discussed the recent special storytime. She highlighted some of the recent outreach, as well as some upcoming outreach events. Librarian Hosford noted that there will be some outreach to teens happening as well. She noted that the playhouse is currently set up as a vet center.

XI. Referred for Board Action

- a. Approve filling 29-hour library assistant position in reference and all related vacancies from internal transfers

MOTION: (Bessman Taylor, Roelofse) to approve filling 29-hour library assistant position in reference and all related vacancies from internal transfers.

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

a. Friends of the Library

President Sulentic noted that a new liaison has not been assigned yet. Director Stern noted that she goes to the meetings each month, and there is nothing major to report. She did note that they have had a good year financially, so the library will be able to use some of the extra to purchase some wishlist items.

b. Finance: Meeting: No meeting needed in February

None

c. Personnel

Member Roelofse noted that the form is ready, and the committee will need to meet with Director Stern soon to go over it prior to sending it out in March.

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Blair-Broeker, Roelofse). Passed. Meeting adjourned at 4:29.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem