

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
May 7, 2025 4:00 PM
Cedar Falls Public Library
Conference Room

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

- I. President Sulentic called the meeting to order at 4:02.
- II. Agenda: Corrections/additions/deletions/approval
MOTION: (Blair-Broeker, Green) to approve the agenda as presented. Passed.
- III. Minutes: Corrections and approval
MOTION: (Green, Bessman Taylor) 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
President Sulentic inquired if there were any unusual items in the bill report. Assistant Daniels noted some items that usually are not in the bill report. Member Green inquired about the payment to Bike Tech. Assistant Daniels noted that a phone holder was purchased for use with the book bike. Member Blair-Broeker inquired about the lost book payment to the Waterloo Public Library. Librarian Pagel and Director Stern described the process that happens when a patron loses a book that was borrowed from a different library.
MOTION: (Blair-Broeker, Bessman Taylor) to approve the April bills. Passed.
 - a. General Fund, Grant Funds
None
 - b. Financial Reports (General, Grants, Foundation Funds)
None
- VIII. Usage Report

President Sulentic noted that the numbers look good.

IX. Director's Report

a. Staffing update

Director Stern mentioned a recent resignation and that approval to fill the position is included in the packet. She noted that there is a temporary hiring freeze currently, but if filling the position is approved, then it will be advertised once the freeze is lifted. It was noted that we have a UNI practicum student currently, and Librarian Hosford will have an intern soon.

b. Revised personnel policies

Director Stern noted that these have already been approved by council. She noted that one policy had to go back for review, so it will be presented at a later date. She noted that the library customization will be kept separate and discussed the customization in regard to vacation time.

c. Miscellaneous

Director Stern noted that she will be taking vacation soon. She noted that she shared the results of the survey with those that have a Gmail account.

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that the kickoff to the Nature Quest set of programs was last night. She noted that this is a set of programs that are in collaboration with the Hearst. Librarian Pagel noted that a program will happen twice a month through May of next year. She noted that there is an upcoming blood drive, and a food program as well.

b. Youth Librarian

Librarian Hosford noted that April is a busy month. She noted that there were school visits, CVYR sessions, and the usual programs. Librarian Hosford noted that she believes over 2,000 kids were served during the past month. She then noted some upcoming programs.

XI. Referred for Board Action

a. Approve filling full-time library assistant in the youth department and any vacancies resulting from internal transfers/promotions

MOTION: (Bessman Taylor, Graziano) to approve filling full-time library assistant in the youth department and any vacancies resulting from internal transfers/promotions. Passed.

b. Approve Personnel Policies as revised, with library exceptions to CFD2256.22 still to apply

MOTION: (Blair-Broecker, Green) to approve all Personnel Policies as revised, with library exceptions to CFD2256.22 still to apply. Passed.

- i. CFD 2102.24 Harassment-Free Workplace
- ii. CFD2109.19 Hours of Work
- iii. CFD 2157.20 Overtime
- iv. CFD 2256.22 Vacations
- v. CFD 2351.24 Attendance and Punctuality
- vi. CFD 2354.24 Leaves of Absence
- vii. CFD 2413.22 Grievance Procedure

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

a. Friends of the Library

None

b. Finance: Meeting: No meeting needed in May

None

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Green, Bessman Taylor). Passed. Meeting adjourned at 4:23.

Respectfully submitted,

Timothy Daniels, Secretary Pro-Tem