

MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
MEETING  
BOARD OF TRUSTEES  
July 2, 2025 4:00 PM  
Cedar Falls Public Library  
Conference Room

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

- I. President Sulentic called the meeting to order at 4:06.
- II. Agenda: Corrections/additions/deletions/approval  
Director Stern noted that a Finance Committee meeting will be needed this month, so that portion of the agenda will need to be amended.  
MOTION: (Green, Blair-Broeker) to approve the agenda as amended. Passed.
- III. Minutes: Corrections and approval  
MOTION: (Green, Graziano) to approve the minutes as presented. Passed.
- IV. Consider and advise staff of policy direction regarding the Library atrium as a public forum  
Director Stern gave the background for why this needed to be included on the agenda. Attorney Rogers gave some additional information regarding this issue and gave some options for what could be done. After answering some questions from the members in attendance, Attorney Rogers offered to draft a policy that could be reviewed at a future meeting.
- V. Public Forum  
None
- VI. Board Training update  
Member Bessman Taylor inquired about whether the ILA Trustee Division was being dissolved. Director Stern noted that the State Library of Iowa would be continuing this division.
- VII. Communication from Officers: Action appropriate to the communications  
None
- VIII. Bills: Corrections/additions/deletions/approval  
President Sulentic inquired if there was anything special in the bill report. Assistant Daniels noted that there are two reports as usual for this time of the year. He noted that one report is for FY25, and the other is for FY26.  
MOTION: (Bessman Taylor, Chadwick) to approve the June bills. Passed.
  - a. General Fund, Grant Funds  
None

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

None

IX. Usage Report

President Sulentic inquired if there is usually a decrease in May. Director Stern noted that there usually is since there is a decrease in programs being offered. Assistant Daniels noted that there will be an increase in the June report that will be part of the next packet. Member Blair-Broeker inquired if the Adventure Pass program was up and running again. Librarian Hosford noted that it was. President Sulentic inquired if all the eligible places are available through the library. Librarian Hosford gave an overview of the program and what locations are available through the library.

X. Director's Report

a. Staffing update

Director Stern noted that she will be interviewing candidates for both positions over the next two weeks. She noted that there were 92 applications for the position in the youth department, and 77 for the position in the circulation department.

b. Annual staff inservice

Director Stern gave some potential activities at the next inservice.

c. Reference services update

Director Stern noted that two members of the department are notaries, and the service will now be offered by appointment.

d. Miscellaneous

Director Stern noted that the meeting room policy is included as a revision was made to improve the clarity of a few items.

XI. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that we are currently in the middle of the reading program, and over 200 patrons have signed up. She then discussed some upcoming programs which included some computer classes, a Cricut class, book mending, and a blood drive.

b. Youth Librarian

Librarian Hosford gave some statistics for her department which included almost 900 patrons attending storytimes and over 1,000 have participated in the scavenger hunt.

XII. Referred for Board Action

a. Approve slate of Library Board of Trustee officers for FY26: President, Vice-President, and Secretary

The current officers noted that they were okay with staying in their positions if no one else wanted to take over one of them. The current officers are President Sulentic, Vice President Cormaney, and Secretary Chadwick.

MOTION: (Green, Roelofse) to approve slate of Library Board of Trustee officers for FY26: President, Vice-President, and Secretary. Passed.

b. Approve closing the library Friday, September 19, 2025, for annual staff inservice

MOTION: (Blair-Broeker, Chadwick) to approve closing the library Friday, September 19, 2025, for annual staff inservice. Passed.

c. Approve revision of the CFPL meeting room policy

MOTION: (Blair-Broeker, Chadwick) to approve revision of the CFPL meeting room policy. Passed.

d. Approve filling potential vacancies resulting from internal hires for FT youth library assistant and/or PT circulation library assistant

MOTION: (Chadwick, Blair-Broeker) to approve filling potential vacancies resulting from internal hires for FT youth library assistant and/or PT circulation library assistant. Passed.

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

a. Friends of the Library

Director Stern noted that the potential new member will be someone that could be the liaison. She noted that the appointment is on the agenda for the meeting on Monday, so hopefully they will be at the next meeting.

b. Finance: Meeting: No meeting needed in July

Director Stern noted that a meeting will be needed on Wednesday, July 30<sup>th</sup> to review a request to use foundation funds.

c. Personnel

None

d. Library Art

None

XIV. Unfinished business

None

XV. New business

None

XVI. Adjournment

None

Motion to adjourn (Green, Chadwick). Passed. Meeting adjourned at 5:05.

Respectfully submitted,  
Timothy Daniels, Secretary Pro-Tem