MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
MEETING
BOARD OF TRUSTEES
July 1, 2026 4:00 PM
Cedar Falls Public Library
Conference Room

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

I. President Sulentic called the meeting to order at 4:04.

II. Agenda: Corrections/additions/deletions/approval

Director Stern noted that two items need to be added to Section XI. She mentioned that filling the upcoming shelver vacancy and any vacancies that happen due to filling the reference vacancy need to be added.

MOTION: (Blair-Broeker, Green) to approve the agenda as amended. Passed.

III. Minutes: Corrections and approval

NOTES

MOTION: (Blair-Broeker, Cormaney) to approve the minutes as presented. Passed.

IV. Public Forum

None

V. Board Training update

Assistant Daniels noted that in the email that Member Toppin sent to Director Stern and himself, she noted that she had completed an hour of training. Member Green inquired if watching The Librarians counts. Director Stern noted that she believes so.

VI. Communication from Officers: Action appropriate to the communications

None

VII. Bills: Corrections/additions/deletions/approval

Assistant Daniels noted that he was not sent two separate reports as has happened previously around this time, so the FY26 and FY27 invoices are both in the bill report.

MOTION: (Blair-Broeker, Bessman Taylor) to approve the June bills. Passed.

a. General Fund, Grant Funds

President Sulentic inquired about why so little of the $25,000 budgeted for the Grants – Library line had been spent. Assistant Daniels noted that usually less than that amount is spent since it is tied to a revenue account, and that only $11,909.12 had been deposited into the revenue account, so that is the maximum that could have been spent.

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

None

VIII. Usage Report

President Sulentic noted that it looks like the person that uses curbside used the service twice this month.

IX. Director's Report

a. Staffing

Director Stern noted the current and upcoming openings, and that applications for the reference position will start to be reviewed tomorrow.

b. New city financial software: timesheets

Director Stern noted that all city departments will be transitioning away from paper timesheets to completing timesheets online.

c. FY25 Peer comparison, Iowa Public Library Statistics

Director Stern noted that she included the libraries of the same size classification, and the Waterloo Public Library due to their proximity.

d. Installation of additional security cameras

Director Stern noted that some additional cameras have been installed. President Sulentic inquired about which staff members have access. Director Stern noted which staff members have access and the process used for when Public Safety asks for footage.

e. Miscellaneous

None

X. Reports from Department Heads

a. Public Services Librarian

Librarian Pagel noted that Librarian Hosford recently sent her the current statistics for the summer program. She then discussed some of the key statistics regarding adult patrons. Librarian Pagel then mentioned the book bike tour, some programs that Assistant Bryden is heading up, the upcoming blood drive, and the upcoming LitLounge.

b. Youth Librarian

Librarian Hosford discussed some of the key statistics regarding youth and teen patrons. She then discussed how many patrons have received a meal through the partnership with the NEIFB. Librarian Hosford gave an update regarding the adventure passes available, Fable's birthday celebration, and some of the upcoming events that will be happening as part of the summer programming.

XI. Referred for Board Action

a. Approve new Foundation requests

i. Youth Modular Seating 2026

Librarian Hosford noted the QR code she has posted so patrons can leave feedback. She mentioned that some feedback received was regarding a way to help keep young patrons from crawling or walking away from the storytime area. Librarian Hosford noted that the items included in the request should work well, and could be used by the book clubs, etc.

MOTION: (Blair-Broeker, Green) to approve Youth Modular Seating 2026. Passed.

ii. Library Washer Dryer Unit 2026, revised

Director Stern noted that this request is a revised version of a request that was previously approved. She noted that the current options available for a unit that is not vented are limited, and the cycle time is at least three hours. Director Stern noted that she checked to see what the approximate cost of adding a vent to the building would be, and it would cost an additional $2,000. She noted that she thinks this would be beneficial since it would give more purchase options and cut down cycle time.

MOTION: (Cormaney, Graziano) to approve Library Washer Dryer Unit 2026, revised. Passed.

b. Approve filling 29-hour shelver vacancy

MOTION: (Bessman Taylor, Green) to approve 29-hour shelver vacancy. Passed.

c. Approve filling any vacancies resulting from internal hires for 29 hour/week reference library assistant vacancy

MOTION: (Green, Bessman Taylor) to approve filling any vacancies resulting from internal hires for 29 hour/week reference library assistant vacancy. Passed

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

a. Friends of the Library

Director Stern noted that in Member Toppin's email she noted that they are working on the next Get Lit Pub Crawl happening on October 13th. The Book Nook also continues to do well even with additional competition in the area.

b. Finance: No meeting needed in July

None

c. Personnel

None

d. Library Art

None

XIII. Unfinished business

None

XIV. New business

None

XV. Adjournment

Motion to adjourn (Blair-Broeker, Bessman Taylor). Passed. Meeting adjourned at 4:32.

Respectfully submitted,
Timothy Daniels, Secretary Pro-Tem