

CEDAR FALLS PUBLIC LIBRARY

DRAFT

MEETING MINUTES
BOARD OF TRUSTEES

April 7, 2004

Russell & Connie Wasendorf, Sr. Conference Room

1. Meeting called to order by President Jones.
Board Present: Behm, Blair-Broeker, Deaver, Evens, Gasser, Jones, Luze, Richardson. Staff: Johnson, Dargan, Nangle, Kayser.
2. **MOTION**: (X,X) to approve the agenda as presented. Passed.
3. **MOTION**: (Behm, Evens) to approve the minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION**: (Behm, Evens) to approve the April bills as presented. Passed.
6. Director's Report:
 - A. Informational Update
 1. The Cedar Falls Public Library will receive an award at the Business & Industry Appreciation Award luncheon to be held on April 15 at the Cedar Falls Woman's Club at 11:30 AM. Board members wishing to attend should RSVP to the Chamber by the 8th.
 2. Johnson reported that the library may get another donation of music CD's from a friend of her aunt, who generously donated a portion of her collection in time for the library reopening.
 3. Discussion delayed until Referred for Board Action items on agenda
 4. As expected, the first two weeks in our new building have been very busy. The self-check units, coupled with volunteers ready to offer assistance, have allowed staff time to focus on helping customers at the service desks for tasks such as issuing library cards or collecting fines as well as offering assistance with the collection & new equipment throughout the building. With the addition of the Youth Public Services Desk, staffing during the weekdays & evenings in the new building will decrease the amount of time that library assistants will have to accomplish off-desk tasks. Weekend staffing poses additional constraints with the Reference Desk being the only public desk on the 2nd floor. Covering lunch hours on Saturdays & filling in for scheduled vacation absences of full-time employees may be addressed by scheduling part-time employees but the increase in circulation of materials (and the return of those same items) may warrant an additional part-time employee to offset the loss of shelving time. The Sunday schedule also incorporates part-time employees which has reduced the number of Sundays full-time library assistants are scheduled to work during library Winter hours (October to May) and all continue to work every other Saturday year-round. Department Heads noted that a few individuals have offered to adjust their schedules to help address some of the scheduling problems. Board members suggested Department Heads create a worksheet with anticipated staffing needs (service desks & shelving), the current schedule as it is being modified, the addition of a part-time shelver, and adjustments to schedules offered by staff in order to review all options.
 5. The meeting room, without the divider, may be available for use by the end of the month. Vanderwerf Photography has offered their time, talent & expertise to create a 360 degree, virtual tour of the library and will supply us with a copy when completed. The campaign steering committee members had a meeting to discuss the donor recognition wall. After reviewing the original plans, members felt the placement in the atrium would make it difficult to view at the intended height. Since the wall by the self-check stations will not incorporate any shelving, it was suggested that this area be utilized. Donors will be listed with their book title selections and any special tributes they noted on their pledge forms. Much like the end-cap signage, the information can be updated as needed. Jones will design a freestanding kiosk to be placed in the atrium

recognizing donors giving above the large book title gift level. University of Northern Iowa Faculty, Staff & Emeritus members that gave at the \$100 or more level will be listed on a plaque near their two seating areas. The Physician Families of Cedar Falls will be noted on a plaque in or near the large study room. Since this project may not be completed by the May 16th Grand Opening, a special event will be planned.

6. The Grand Opening will take place on Sunday, May 16 from 2-5 PM. There will be food, a tent, and entertainment.
 7. Cedar Falls Times editor interviewed Johnson.
- B. Reports from Department Heads:
1. Johnson reported for Anderson that from March 22 (opening day) to April 6th the average daily circulation was 1,000 items, which is nearly double our old average. There were 550 library cards issued of which only 160 were renewals. Johnson also noted that if the library would have had to contract for all the networking & computer-related work that Mike Dargan did for the new library, it would have been a significantly greater amount than we annually contribute toward his salary.
 2. Nangle reported that Youth programming has resumed. In two weeks, she fielded 29 requests for tours with kids. The average number of reference questions answered by Youth Department staff each month in the old building was around 80. In two weeks, there have been over 200 reference questions in the Youth Department alone even though the phone service at the Youth Public Service Desk has not yet been iactivated. Johnson noted that we are still waiting for this phone line installation to be scheduled.
- C. Referred for Board Action
1. Discussed revised meeting room policy. Johnson noted that library meeting rooms should not be used for regular/routine meeting spaces for groups. However, there are a couple of organizations that had already booked the meeting room for the coming year and they will be grandfathered in.

MOTION: (Deaver, Gasser) to approve the meeting room policy as presented. Passed.

2. Reviewed wording for moratorium discussed at last month's meeting.

MOTION: (Blair-Broeker, Richardson) to approve the following statement: "The Board of Trustees adopts a one year moratorium on affixing items to the original library structure and the addition of furniture or accessories that are not part of the original project, without approval from the Board of Trustees. This does not include personal items on desks." Passed.

3. Betsy Kirk, Gray Matters program coordinator, received a grant to purchase mobility aids for Waterloo and Cedar Falls Public Libraries. Policies have been submitted for approval prior to staff training. Items were available for viewing.

MOTION: (Richardson, Evens) to approve the wheelchair policy as presented. Passed.

MOTION: (Evens, Richardson) to approve the motorized cart policy as presented. Passed.

Cotinued discussion of item 6. A. 3. Evens reported on discussions with City staff about the personnel budget for FY05. The budget has to be approved every year prior to the completion of performance evaluations. It was noted that since many library assistants are frozen in their pay bands, the actual overall increase that was estimated and added to the budget was around 2%. Any across-the-board increases approved by the board would not include the shared Director & Youth Librarian positions.

MOTION: (Evens, Behm) to approve a 2% across-the-board increase in FY05 for library employees. Passed.

7. Reports of Standing & Special Committees:
 - A. Book Nook lighting issues are being addressed and the volunteers are settling in to the new space. Gift items, such as mugs & book lights, are now being sold in the Book Nook and have been popular. The Friends of the Library Annual Meeting will be held on April 29th at 4 PM in the library meeting room (dependent upon completion).

- B. The Finance Committee reported there have been no issues with any of the building project bills the committee approved since last month. Johnson distributed an updated summary of the City's building project fund. Discussed the fundraising campaign's three-year pledge payment schedule and the impact the timing may have on the building project funds.
 - C. Building update: Luze reported that the ad solicitation letters for the library vendor tab have been sent. Brenda Cornelius will be the content editor and board members expressed their desire to see fresh content, not just a repeat of previous articles. Possible topics include naming opportunities that are still available, the addition of CD's & DVD's to the collection, information about the Opening Day Collection, a recognition of the volunteers that helped the tours, self-check, etc. The back page has been donated by the Courier for our use and it was suggested that the space be used for an open letter to the community thanking them for all of their support. This should come from board members and staff. Evens volunteered to write a draft for committee review with the final document due by April 21st.
 - D. Blair-Broeker reported that the Waterloo & Cedar Falls personnel committee trustees completed the director evaluation process. Surveys were collected from board members & managers at both libraries, information was compiled, and the committee met with the Director for a review. It was noted that the sharing of this position was not an issue during the building project. Jones thanked Waterloo Public Library Board for their support during this project.
8. Unfinished Business: none.
9. New Business: none.
10. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary, Pro-Tem