

MINUTES
CEDAR FALLS PUBLIC LIBRARY
(CFPL)
BOARD OF TRUSTEES
April 6, 2005

Members present: Beed, Behm, Blair-Broeker, Deaver, Gasser, Luze, Pfalzgraf. Staff: Johnson, Anderson, Dargan, Nangle, Kayser.

1. Meeting was called to order by President Behm.
2. **MOTION:** (Pfalzgraf, Deaver) to approve the agenda. Passed.
3. **MOTION:** (Blair-Broeker, Gasser) to approve the March minutes. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Deaver, Gasser) to approve the April bills as presented. Passed.
6. Usage Report: It was suggested that we include an annual comparison of the current month on the statistical report. Since April 2004 was the first full month in our new facility the April 2005 report will include that information.
7. Director's Report:
 - A. Informational Update
 1. Discussed potential dates for the Donor Recognition Party and solicited additional volunteers to help Ann Jones & Amy Lockard plan the event. Tentative date set for Friday, June 10th from 6:00-8:000 PM. Invitations will be mailed to all donors. It was noted that the Streetscape celebration will be held the following day and the library should see and increase in traffic.
 2. Discussed previous decision to remain closed on Saturday, June 25 during the Sturgis Falls celebration. Since many previous residents return for this event it was suggested that we open at least for 2005 to show off our new facility. Overuse of the restrooms should no longer be an issue and we will have just unveiled our donor recognition kiosk and wall signage. Because of congestion and parking during the parade, it was suggested that we shorten the hours open on that day.

MOTION: (Luze, Blair-Broeker) to open the library from 12:00-5:00 PM on Saturday, June 25, 2005. Passed.

3. The joint CFPL/WPL Board in-service will be held on Friday, April 29 from 12:30-4:30 PM in the CFPL Conference Room. Presenters will be Barbara Mack and Dale Ross. Barbara will discuss intellectual freedom and confidentiality issues as well as the Patriot Act. Dale will discuss general board member responsibilities, the role of a trustee, relationships with city council, and what makes a great library. Other topics or suggestions for discussion are welcome by both presenters.
4. Miscellaneous:
 - a. Mary Wegner, State Librarian, relayed that the Attorney General should have a decision concerning the levy language question by the end of April.
 - b. The Cedar Falls Civic Foundation will transfer the final portion of the library's obligation for the building project to the City in the amount of \$143,051.44.
 - c. Johnson was contacted by Viking Pump concerning a corporate donation possibly for collection development. More information to come as discussions continue.

B. Department Head Reports

1. Public Services & Reference:

- a. Selection and Collection Development: Anderson gave an overview of the processes involved in selecting, developing and maintaining the adult collection of materials.

Maintaining the collection involves selecting, weeding, inventory and even promoting with displays and programs. Selection begins with reading reviews from various sources such as professional journals geared to libraries, the weekly New York Times Book Review, the publication "Book Page" which is provided free to our customers through a subscription paid for with Friends of the Library funds, Amazon.com's reviews (which now include professional journals), and special issues of catalogs from Baker & Taylor (our primary vendor) which target pre-publications, paperbacks, etc.

Customers also fill out our Suggestion for Purchase forms or can submit requests on-line. If a request is for an older title or something we would not normally purchase for our collection, we can often interlibrary loan it from another library. High demand titles (bestsellers) are often chosen as part of our lease program through Baker & Taylor which allows us to get multiple copies to satisfy the demand and return the extras when the demand has decreased. That way we are not stuck with duplicates taking up shelf space when the interest has waned. New titles are often shelved in the New Book area for at least 6 months and may only have a one week check out period.

We often receive donations and may add them to our collection based on standard selection criteria. Almost all of our paperbacks are donations. Our current system allows us to print reports that help analyze the popularity of items (number of check-outs), items that have been long overdue and may need to be replaced, or items that have not circulated recently and may need to be evaluated for withdrawal from the collection. Non-fiction publication dates play a larger role in determining whether to keep a title, especially in areas such as medical or travel information.

2. Youth:

- a. The Donuthead project was a great success. The Youth Department and the author, Sue Stauffacher, have received many letters from kids who attended the workshops during her week-long visit to the Cedar Valley. The event at University Book & Supply was also well attended. The Youth Department staff will give a presentation during the Kids First Conference later this month about the entire Donuthead and Cedar Valley Youth Read experience.
- b. Michelle Coleman will be leaving the library to move out of state with her family and her position has been offered to the next qualified candidate from the last applications for this position.
- c. There are only three more weeks in the Wednesday Word Play program.
- d. The theme of the Youth Summer Library Program will be "grossology." More information to come.

3. Technical Services:

- a. The CATME software has been upgraded in Technical Services and training is complete.
- b. Statistics are now available for the number of web page requests made from the public Internet workstations and will be added to the monthly report. It was noted that CFPL public Internet web page requests were 3% more in March than WPL's public Internet web page requests for the same period.

- C. Referred for Board Action: Discussed the revised Public Access Computer policy. This version incorporates the Internet Usage and Public Access policies. Suggested and agreed to remove "all" from the line: "However, the library does not guarantee protection from all viruses." Discussed the cost to print color copies. Dargan will monitor color copy usage and this issue will be revisited next year. The WiFi access policy is still being developed and will be a separate policy. The Study Room policy is no longer necessary in our new building.

MOTION: (Beed, Blair-Broeker) to delete the Study Room and Internet Usage policies and accept the Public Access Computer policy as revised with noted correction. Passed.

8. Committee Reports

- A. The FOTL annual meeting will be held on Thursday at 4:00 PM. A brief synopsis of the past year indicates the library has increased circulation, the number of card holders, meeting room use, and public Internet workstations. We have also opted to open on Thursday mornings in FY06, promoted a successful Wednesday Word Play program, implemented WiFi access and have 80-82% of our circulation transactions being made through the self-check stations. The FOTL have underwritten many special projects including both the Young Adult and Youth Summer Library Programs, outfitting the Community Meeting Room kitchen, updating the FOTL and the CFPL websites, sponsoring a staff appreciation luncheon, providing 200 free copies of "Book Page" each month to patrons, and providing funding toward the Cedar Valley Youth Read (Donuthead) project.
- B. Deaver is participating on the committee that is updating the City's 2010 Plan.
- C. The Personnel Committee meets next week with WPL trustees to work on the director evaluation report.

9. Unfinished Business: none.

10. New Business: none.

11. Adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem