

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
April 4, 2007

Members present: Beed, Behm, Blair-Broeker, Deaver, Luze, Seymour. Staff: Groskurth, Anderson, Dargan, Nangle, Kayser.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Beed, Seymour) to approve the agenda as presented. Passed.
3. **MOTION:** (Seymour, Beed) to approve the March 21, 2007 meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Seymour) to approve the April 2007 library bills as presented. Passed.
MOTION: (Beed, Blair-Broeker) to approve the April 2007 investment fund bills as presented. Passed.
6. Usage Report: The web page request figure from our proxy server has been inconsistent. At this time we will no longer include this information on our usage report. May replace with a more meaningful monthly statistic.
7. Director's Report:
 - A. Informational Update
 1. Update on the microfilm reader/printer request. Friends of the Library (FOTL) are not interested in underwriting or contributing to the purchase of this piece of equipment; felt it was part of the original plans for the new library facility and that Endowment Funds would be a more appropriate funding source. Beed will contact the Cedar Falls Historical Society Board about potential cost sharing. Bids have been in the \$10,000 range.
 2. National Library Week is April 15-21. FOTL will host a Staff Appreciation lunch on Thursday, April 19th. Plans have been made to engage our patrons in this celebration with registration for fun prizes (underwritten by the FOTL), a scavenger hunt, cookies & punch, etc. Watch for more information in the local newspapers.
 3. Reviewed the peer comparison document previously distributed. The comparisons were drawn from public libraries in Iowa of similar size and/or with similar service areas that our board has identified through our Long Range Planning efforts. For example, the Iowa City Public Library is often used as a model for collection development. It was noted that generally "Youth" includes ages 0-grade 6 and "Young Adult" refers to 7th-12th grade students. CFPL does not offer Internet Classes because we would need to shut down our public access area. Classes might be an option if we utilized a portable computer lab concept in our meeting room. Board members were encouraged to review this information and submit observations, questions, etc. keeping in mind our three long-range plan service areas under discussion.
 4. Miscellaneous: Hawkeye Community College (HCC) met with Waterloo Public Library (WPL) staff about setting up a satellite collection for the leisure reading of HCC's library users. HCC library staff would issue WPL cards and the items would mostly come from donations to WPL. Since the University of Northern Iowa (UNI) library budget for a browsing collection (for their faculty & students) was cut, UNI staff wondered if CFPL would be interested in offering a satellite/browsing collection at UNI library in a similar project. Board members directed Groskurth to pursue what costs would be involved and how this would impact the FOTL's Book Nook.
 - B. Reports from Department Heads
 1. Public Services:
 - (a) The BUS-eum exhibit was on display from 4-7 PM in the library parking lot on April 3rd. In the first hour around 60 people had visited the exhibit.
 - (b) Deaver participated in a staff activity by playing the role of Judge for our "Wear A Hat To Work Day."

- (c) The library will sponsor our First Ever Summer Reading Program for adults (18 and over). Cedar Rapids Public Library has been very helpful in providing pointers for a successful program.
- 2. Youth Department:
 - (a) Cable Channel 15 filmed the lollipop concerts held here on Saturday, March 31st. Over 100 people attended the first session and over 80 were at the second performance. Intermission included an instrument petting zoo.
 - (b) The visiting gecko took a "tour" of the library youth department but was found and returned to his cage. A reward has been offered to anyone finding/returning our missing (harmless) corn snake, Skeeze.
 - (c) Cynthia DeFelice, the Cedar Valley's Youth Read author-in-residence, will be here next week.
- 3. Tech Systems:
 - (a) New phones are scheduled to be operational on Tuesday, April 10th. CFPL will be without phone or Internet service for at least two hours that morning. Notices will be posted for our public Internet users. Dargan has been working with the engineer/technician from Cedar Rapids on details.
 - (b) We are in the process of reviewing our on-line database usage statistics.
 - (c) Discussed computer/technology replacement or extended warranty plans. CIP funds have been budgeted for FY08 and FY09 for equipment upgrades/replacement. Dargan will share our revised technology plan with board members. Also discussed the issue of Internet access in the Young Adult area and allowing food in the computer areas of the library.
- C. Referred for Board Action:
 - 1. Reviewed and discussed previously distributed draft of Levy Fund budget amendment request. It was noted that we are still in the "catching up" phase of collection development and may need to adjust material budgets accordingly. For example, the Youth Non-Fiction collection was heavily weeded of outdated and low-circulating items. Therefore, an additional \$5,000 has been requested to amend the Youth Books line item to help offset replacement costs for Youth Non-Fiction.

MOTION: (Seymour, Luze) to approve the Library Levy Budget amendments as presented. Passed.

Reviewed and discussed previously distributed draft of the General Fund budget amendment request. It was noted that will need to amend General Fund revenues to help cover the anticipated overage in our Utilities line item again this year.

MOTION (Behm, Beed) to approve the Library General Fund Budget amendments as presented. Passed.

- 8. Committee Reports:
 - A. The FOTL annual meeting will be held on Thursday, April 12th. A wine & cheese reception begins at 4 PM followed by the annual meeting.
 - B. Finance Committee: no report.
 - C. Personnel: no report.
- 9. Unfinished Business: Beed made a note to contact the mason about the old capitals/bench project which was on hold over the winter months.
- 10. New Business: none.
- 11: **MOTION:** (Seymour, Behm) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem