

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
April 2, 2008

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

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Beed, Behm) to approve the agenda as presented. Passed.
3. **MOTION:** (Beed, Behm) to approve the March meeting minutes with correction in Item 7. A. 1. by adding "Friends of the Library" before "director and staff" in the last line. Passed as corrected.
4. Communications from the Officers: none.
5. **MOTION:** (Pfalzgraf, Beed) to approve the April 2008 library bills as presented. Passed.
MOTION: (Beed, Blair-Broeker) to approve the April 2008 investment fund bills as presented. Passed.
6. Usage Report: Even though there were fewer people through the doors in February the number of items checked out increased. It was noted that Open Access transactions have been increasing as well. Reports reviewed & filed.
7. Director's Report:
 - A. Informational Update
 1. The consensus among staff members was that the Atrium would be the best spot for some sort of place for patrons to be able to have their lunch in the library. Could get some patio-type of furniture, have short "talks" or provide newspapers for leisure reading. Need to check with patrons for more input.
 2. Miscellaneous:
 - a. Jim O'Laughlin received a Veridian Community Engagement Award; Waterloo/Cedar Falls Libraries nominated him. Board will send him a letter of congratulations.
 - b. Friends of the Library are purchasing t-shirts for staff, volunteers, and board members. Submit your size request to Groskurth. Staff will wear their shirts during National Library Week.
 - c. Since the proposed playhouse in the youth department is only 10x10, we will not need a building permit. Bids will be submitted to the Friends of the Library since they are underwriting this project.
 - B. Reports from Department Heads
 1. Public Services:
 - a. Ordered over 100 more PlayAways which will be housed on one of our new display units when ready to circulate.
 - b. James Jackson will be presenting "What's In Your Attic?" program tomorrow evening.
 - c. Will begin interviewing 3rd Age Coordinator candidates next week.
 2. Youth Department:
 - a. Cedar Valley's Youth Reads author-in-residence this year is Will Hobbs. Will be here the week of April 21. Invitations to a reception will be sent to all donors, granting agencies, boards, etc. that make it possible to continue this successful program. The public is invited to a presentation/autograph session at the Waterloo Public Library on Thursday that week.
 - b. Spanish for Families program on Sunday afternoons started on Mar 31; will be six sessions.
 - c. Kids In Print program is for 6-13 year olds; make their own books to submit to Landmark Editions; winners will actually have their books professionally printed & published.
 - d. Plans for Youth Summer Program are based on a pirate theme; Young Adult theme

may be "Food For Thought." Young Adult program will also feature a performance by The High Strung; will submit request for Ray Foundation Funds at next board meeting.

3. Tech Systems:
 - a. The FY08 computer acquisitions are complete; will increase the number of Internet computers in the Youth Department.
 - b. Noted the increase in unique users of our WiFi services lasts month.
 - c. May utilize an on-line survey to get feedback from WiFi users about services such as are there enough outlets in the library, do WiFi users need printing capabilities, etc.
 - d. Iowa Library Association (ILA) sending Dargan to the annual American Library Association (ALA) conference as the Chair of the Governmental Affairs Committee (GAC).

C. Referred for Board Action:

1. Reviewed ten policies recently amended by City Council.

MOTION (Behm, Beed) to approve amended policies as presented. Passed.

2. Reviewed proposed amendments to the FY08 budgets. Discussed end of year transfers and why some line items will be over expended.

MOTION (Blair-Broecker, Beed) to approve FY08 amendments as presented. Passed.

8. Committee Reports:

- A. Friends of the Library: Annual meeting on April 10 at 4:30 PM; wine & cheese reception at 4 PM. Staff appreciation lunch will be served on April 17th.
- B. Finance Committee: Reviewed the annual balances, amounts earmarked for library grants, and funds expended from the Library Endowment & Kathryn Ray Funds. Information to come about Berg Funds; Foundation Board working on a distribution policy and will accept input from the Library Board. Also, Finance Committee is developing a form for the library to use when applying for grants from the various funds based on information needed by their board and incorporating basic grant guidelines such as acknowledging source of funding when promoting programs. General discussion about maintaining a reasonable reserve of foundation funds, appropriate expenditures/enhancements, city property taxes providing basic services & materials, raising the bar or taking creative risks to make our library outstanding, utilizing partnerships, collaborations on metro-wide projects, reviewing peer libraries in and out of state, etc.
- C. Personnel: no report.
- D. Art Committee: Distributed statement of committee's recommendation for focus on acquiring art. Will put on May agenda for board approval.

9. Unfinished Business: Board members suggested that the capitals/benches project should be completed by June 2008.

10. New Business: none.

- 11: **MOTION** (Blair-Broecker, Behm) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem