

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
August 1, 2007

Members present: Behm, Blair-Broeker, Gasser, Luze, Pfalzgraf (late arrival), Seymour. Staff: Groskurth, Nangle, Kayser. Guests: Ann Jones & Nick Evens, Levy Oversight Committee. Mayor Jon Crews (late arrival).

1. Meeting was called to order by Behm in the absence of officers at the outset of the meeting.
2. **MOTION:** (Blair-Broeker, Gasser) to approve the agenda as presented. Passed.
3. **MOTION:** (Seymour, Gasser) to approve the July meeting minutes as presented. Passed.
4. Special Order of Business: Ann Jones, Nick Evens & Joyce Coil serve as the Levy Oversight Committee (LOC) charged with reviewing levy revenues and expenditures and making recommendations to the Library Board of Trustees. Jones & Evens presented some observations & concerns about the levy budget and requested feedback from Board members. Committee members noted that Personnel Costs will continue to increase which, over time, will erode the amount of levy funds budgeted for materials. Two part-time cataloger positions are funded 100% by levy funds and the librarians reviewing, selecting and helping to process the materials are only funded between 10-40% of their salaries from levy funds. It was noted that these partially levy-funded full-time positions would be in place even if we did not receive levy funds and could therefore be paid from general funds should the need arise.

Continued the discussion on levy funds supplanting rather than supplementing the general fund budget. If the city property tax base ever levels off or declines, our ability to purchase materials will also decline. Need to maintain and track records to show if/when actual loss in materials funding occurs. May want to consider educating city officials about concerns. Even though we have increased materials purchasing for a complete fiscal year, the public perception is still that we do not have enough new materials on our shelves. It was noted that the new valuations will be published in January which will help in the levy budgeting process, especially when requesting increases for materials line items.

5. Communications from the Officers: none.
6. **MOTION:** (Seymour, Luze) to approve the August 2007 library bills as presented. Passed. No investment fund bills this month.
7. Usage Report: Reviewed and filed.
8. Director's Report:
 - A. Informational Update
 1. Reviewed draft of tasks assigned to the Finance Committee. Wording changes were suggested and "meet as necessary" will be added. Will follow procedures for amending by-laws after wording has been finalized at the next meeting.
 2. Distributed a preliminary FY05-FY07 Collection/Circulation Turnover report. It was noted that some areas of the collection need to be increased such as adult music cd's. Noted the impact changing formats had on circulation from audio cassettes to books-on-cd and from videocassettes to dvd's. The slight drop in reference services is a nationwide trend as library users become more Internet savvy.
 3. Library will be subscribing to a Downloadable Video on-line service through Recorded Books called MyLibraryDV. Patrons will be able to download movie classics, travel, cooking, etc. videos at home by entering their valid library card number. Titles available

will also be uploaded to our on-line catalog. Later this fall, a "Hollywood" package will also be made available through this subscription.

4. The library has purchased a credit/debit card machine and staff has been trained to begin accepting fines and payments for lost or damaged materials. We are charged a small percentage of each transaction for this service.
- B. Reports from Department Heads
1. Public Services: no report.
 2. Youth Department:
 - a) Youth Summer program is over; had same number of kids registered as last year. Young Adult program starts to come.
 - b) Promoted Celebrate Reading/Celebrate Song program; will give away paperbacks to all kids attending the performance on Saturday, August 11th at the Gallagher Bluedorn Performing Art Center.
 - c) No youth activities or programs in August.
 3. Tech Systems: no report.
- C. Referred for Board Action:
1. An informal committee of CFPL and UNI library staff are working out the procedures and processing details for the UNI/CFPL satellite collection. UNI staff visited CFPL to review the books we have set aside to catalog for this collection, which are mostly donated, popular fiction, hardcover books.

MOTION: (Gasser, Blair-Broecker) to approve the UNI/CFPL satellite collection agreement as presented. Passed.

- 2., Because our Technical Systems Librarian, Mike Dargan, is out on medical leave until mid to late September, we would like to be able to utilize the services & expertise of Kim VanDeest, Waterloo Public Library Technical Support employee should the need arise. She would bill us for any labor costs associated with services requested.

MOTION: (Pfalzgraf, Seymour) to approve utilizing the services of Kim VanDeest as Technical Services back-up in the absence of Mike Dargan. Passed.

3. Discussed the previously distributed (two) bids for a new microfilm reader/printer system. Board suggested that each machine be brought in to demo and provide hands-on experience for reference staff that will mostly be in charge of training the public how to use this equipment. Board members will take staff pros/cons comments into consideration when making final approval for purchase.
9. Committee Reports:
- A. FOTL: no report; next scheduled meeting in September.
 - B. Finance Committee: no report.
 - C. Personnel: no report.
 - D. Art Committee: City attorney reviewing the gift acceptance policy.
10. Unfinished Business:
- A. Deaver and Groskurth met with Mayor Crews to review the revised Library Trustee application form which appeared on the City's Boards & Commissions website. Distributed a revised version for review and discussion. Mayor Crews noted that the Library Board of Trustees is similar to the Cedar Falls Utilities Board in that they both have policy-making and fiduciary responsibilities, unlike other City Boards & Commissions which are mostly advisory, making recommendations, not policies. Board members were concerned about several issues that are brought up by the questions on the application such as:
 - Types of questions presented might elicit answers that could be used to appoint or deny an applicant based on personal beliefs and or political motivations
 - Fundraising – not in either the Director's job description or Library Trustee roles & responsibilities

- Type of information needed to answer some of the questions could only be gained through previously serving on a library board or after orientation
- Needs to be more consistency in expectations of knowledge base of applicants for all boards and commissions

Board members agreed to review application questions for other city boards and commissions.

MOTION: (Gasser, Pfalzgraf) to table the discussion of the Library Board application form until the September meeting. Passed.

11. New Business: none.

12: **MOTION:** (Luze, Seymour) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem