

CEDAR FALLS PUBLIC LIBRARY
MEETING
BOARD OF TRUSTEES
December 3, 2003
Sarah Dayton Room

1. Meeting called to order by President Jones.
Board Present: Behm, Blair-Broeker, Deaver, Evens, Gasser, Jones, Luze, Richardson. Staff: Johnson, Anderson, Nangle, Kayser.
2. **MOTION:** (Luze, Evens) to approve the agenda with the addition of Item 2. Marketing under VI. C. Referred for Board Action. Passed.
3. **MOTION:** (Blair-Broeker, Evens) to approve the November minutes with the correction in item 6. C. 3. to read "at the proposed FY04 levels" rather than "at the proposed FY03 levels." Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Evens) to approve December bills as presented. Passed.
6. Director's Report:
 - A. Informational Update
 1. Repairs on the new building roof are complete. It was noted that this is the type of roof required by the City. Heat should be operable in about two weeks which should help with the continued work on the interior.
 2. Marketing:
 - a. Johnson has been providing weekly articles for the Waterloo/Cedar Falls Courier for each library.
 - b. The local cable channel will film the events of January 9th as well as the move into the new library. Plans are also being made to create & air more commercials promoting library services.
 - c. Amy Glockner presented her ideas and a proposal for Saturday programming in the Youth Department and our potential needs for marketing in the new library such as maps to navigate the new space, calendars of events, publicity for programming & services, utilizing our new display cases, offering adult programming, brochures, etc. The proposal recommends creating a part-time position for \$10/hour for 10 hours a week. Part of the funding for the Youth Programming will be provided through a grant received from Target for \$3,000. Funds previously deposited in the grant line item from the University of Northern Iowa from the work study student program could also be amended to the part-time line item to cover the remainder of the cost.
 3. The Workforce Development Center has collected and is in the process of compiling the Waterloo & Cedar Falls Library employee surveys.
 - B. Reports from Department Heads
 1. Public Services & Reference: The Opening Day Collection plans are in place and selections are being made & transmitted to Baker & Taylor. Prototypes will be sent to ensure our cataloging guidelines are being followed.
 2. Youth Department: The last function in this building in the Youth Department will be the Tree Trim on December 6th.
 - C. Referred for Board action
 1. At the request of board members, Johnson reviewed the history behind the city employee policies that the Board approved and the ones that are being modified to better fit the library policies and procedures. Plans to review, revise & create library specific employee policy manuals were discussed.

MOTION: (Evens, Behm) to approve the revised draft of Policy 209 with noted revision in item #7. Passed.

MOTION: (Behm, Luze) to approve the draft of Policy 215 with noted revision. Passed.

MOTION: (Evens, Behm) to approve the draft of Policy 301 as submitted. Passed.

2. Discussed the proposal from Amy Glockner to provide part-time programming and marketing services.

MOTION: (Evens, Gasser) to hire Amy Glockner for one year at the proposed \$10/hour, 10 hours/week rate for programming & marketing needs at the library. Passed.

7. Reports of Standing and Special Committees:

- A. Friends of the Library: World's Window fundraiser was successful. A calendar of FOTL and library activities will be produced monthly for patrons to pick up at the service desks.
- B. Building update: a manual-folding wall divider in the meeting room was installed, will be replaced with electric as planned; furniture & signage bids were reviewed & selected.
- C. The Finance Committee:
 1. Reviewed and selected a furniture bid. The contractor later discovered an error and requested approval for a revised, slightly higher bid.

MOTION: (Behm, Evens) to accept the change in the furniture bid amount. Passed.

2. If the CIP request for \$50,000 for FY05 (an increase from \$10,000) is approved by the City Council, the committee suggested that part of the additional funds be used for anticipated additional fees associated with the inventory/security system that were not part of the building project funding. This would ensure that the materials budget could be maintained at the levels projected prior to the Reinventing Government budget cuts.
3. Luze reported a possible in-kind donation is being negotiated with the Waterloo/Cedar Falls Courier in the form of a vendor tabloid/insert in the paper. Will need a list of all vendors that participated in the library building project. Also discussed the possibility of a Grand Opening that coincides with the opening of the Community Center.

8. Unfinished Business: none.

9. New Business: none.

10. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary, Pro-Tem