

MINUTES
CEDAR FALLS PUBLIC LIBRARY
(CFPL)
BOARD OF TRUSTEES
December 1, 2004

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

1. Meeting was called to order by President Behm.
2. **MOTION:** (Seymour, Richardson) to approve the agenda with the addition of Item VII. C. 2. Community National Bank Display Case Policy. Passed.
3. **MOTION:** (Deaver, Richardson) to approve the November minutes. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Deaver, Gasser) to approve the December bills as presented. Passed.
6. Usage Report: The public service desks have contributed significantly to the increase in reference questions answered.
7. Director's Report:
 - A. Informational Update
 1. It was suggested that the City Council be invited to the Library Trustee's January 5th meeting to discuss the FY06 budget request rather than present it at a City Council meeting. Behm will write an invitation to Council members to be included with the FY06 request and accompanying narrative.
 2. The Library Art Committee has met and will begin identifying areas where art will and will not work in the library. Applications for use of the Community National Bank Display Case have been submitted for the committee to review at the December 13th meeting and exhibits for 2005 will be scheduled at that time.
 3. Civic Foundation/Library Building Fund will transfer \$140,000 to the City's Building Project fund as continued payment on the library's obligation to the building project.
 4. Last year the library Board voted an across-the-board 2% increase for employees in lieu of completing the performance evaluation process which was determined to need updating. Johnson will work with Balvanz and Rodenbeck to adapt for Cedar Falls the revised job analysis documents that Waterloo Public Library (WPL) & City staff are working on.
 5. ASI, Inc. has started working on the donor kiosk and book title recognition wall. The general donations recognition may need some input from previous campaign steering committee members Jones & Evens.
 6. Miscellaneous:
 - a) The sidewalk project in front of the library will be completed December 2nd.
 - b) Burlington Public Library brought staff to tour our new facility and to discuss the library building process. Behm participated in the informal discussion with Burlington. Marion Public Library staff visited on the same day to review the self-check stations at CFPL and WPL.
 - c) Johnson will present at a Cedar Falls Exchange Club meeting.
 - B. Department Head Reports
 1. Anderson noted that circulation is up 41% from last month and 45% overall. Also working on report that will indicate transactions generated by self-checks units.
 2. Nangle reported Teacher Units have increased circulation in the Youth Department. Two holidays trees were donated from the Festival of Trees from the Mudd Group. One was decorated with and Iowa them by Price-Lab students and the second was decorated by Hy-Vee Florists. Child safety locks have been installed on the cabinets in the youth

storytime area. The Wednesday Word-Play activities are being planned for January and February. Grants have been submitted for the Cedar Valley Youth Reads (CVYR) project which will highlight the book "Donuthead" and hopefully allow the author to visit in late March or early April.

3. Dargan reported that the Public Access computers have been upgraded. The wireless connection (WiFi) will probably be available for the public on Thursday near the reference desk; staff will test throughout the building for possible dead spots. Hope to have an article in the Courier around the 24th to promote this service.

C. Referred for Board Action

1. Anderson and Seymour have started reviewing library policies. Those dated July 2002 or older will need to be reviewed or revised prior to submitting for re-accreditation. The revised Circulation Policy will include policy on formats not previously owned by the library.

MOTION: (Deaver, Blair-Broeker) to approve the revised Circulation Policy as presented. Passed.

2. Reviewed the Community National Bank display case policy. Displays will be selected by the committee and will start in January 2005. It was suggested that a brief description of the display be included on the application part of the form.

MOTION: (Beed, Pfalzgraf) to approve the Community National Bank Display Case Policy as revised. Passed.

8. Committee Reports

- A. Blair-Broeker reported that there was not a Friends of the Library (FOTL) board meeting last month and there will not be one this month. The report of the FOTL's World's Window event has not yet been filed. Nangle will present the Book Talk on December 3rd and will highlight gift books for children.

9. Unfinished Business: none.

10. New Business:

- A. Beed reported on the ICN session he attended that discussed the library levy process. \ Currently, 48 cities in Iowa have levies. The session gave an overview of the procedures, mechanics, etc.

11. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem