

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
December 1, 2006

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

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Pfalzgraf, Behm) to approve the agenda as presented. Passed.
3. **MOTION:** (Seymour, Pfalzgraf) to approve the November 2006 meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Seymour) to approve the December 2006 library bills as presented. Passed.

MOTION: (Seymour, Blair-Broeker) to approve the December 2006 investment fund bills as presented. Passed.
6. Usage Report: Discussed patron counter malfunction; will figure out an average for missing dates to present a better estimate of patron traffic. Board members would also be interested in seeing the figure for hits on the library's website each month or even annually. Reports reviewed & filed.
7. Director's Report:
 - A. Informational Update
 1. Reviewed previously distributed staffing proposal which outlines suggested changes in time-off benefits for the special purpose employees (does not include interns). One employee has the same job duties and responsibilities as the Library Assistant positions but is classified as special purpose. There would be a slight increase to reclassify the special purpose library assistant as a permanent part-time library assistant.

Three employees are classified as special purpose library shelvers and were hired with the knowledge that this position does not include any paid time-off. Applicants for these positions were traditionally high school or college students and there was a high turnover rate. Recent trends have shown that more adults are expressing interest in flexible part-time positions with fewer turnovers. Time-off benefits would not impact the budget financially and would have minimal impact on scheduling.

Discussed if job duties for shelvers have changed or increased in responsibility and what impact any changes to these positions would have on similar positions in other city departments

MOTION: (Seymour, Behm) that the staffing proposal for the special purpose library shelvers be referred to the Personnel Committee for further review. Passed.

MOTION: (Seymour, Pfalzgraf) to reclassify the special purpose library assistant as a permanent, part-time library assistant effective on the first date of the next pay period (Dec 17, 2006). Passed.

2. Groskurth noted that the original shared director contract needs to be updated by City staff; previously approved documents were only the extension agreements.
3. Long Range Planning document was reviewed. Discussed the various service roles that a library may take on based on the current and future needs of the community. Community Vision, the first step in discussion focused on the way our community views itself and what

is important to our citizens. Items noted: citizens are very civic minded; have strong education system in Cedar Falls; community and arts oriented residents; forward thinking in developing businesses & the Industrial Park area; appreciate and expect quality services and resources (CFU Cybernet, cable, etc.); households support activities for kids (athletics, music, arts, etc.); highly educated community supports life-long learning opportunities. Need to also consider external images of our community. Next month discussion will focus on Community Needs & the Community Needs that the library can meet. Groskurth will prepare summary of each phase of the long range planning discussions.

4. Miscellaneous:

- (a) Distributed documents received by City about the Council approved Procurement Card program that will be implemented soon. Individual city employees may be issued a procurement (charge) card for city expenditures. Department/Division heads will need to determine which employees will be allowed to have these cards and the various limits (type of store, purchase limit, etc.) set forth in the policy. This program will help reduce the number of reimbursements to employees and for infrequent or one-time vendors that will not invoice.
- (b) Library homepage now has a link that leads directly to the Search/Reserve/Renew functions on our on-line catalog. Board members are encouraged to visit our website and provide feedback for a possible redesign of the site, which will be an agenda item at a later date.

B. Reports from Department Heads

1. Public Services: Now that upwards of 82% of circulation transactions do not require human intervention, patrons are not made aware of the build-up of late fees (overdues) on their records until they are automatically blocked by the system when they reach the \$5.00 limit. This often catches the patrons by surprise and it might be helpful to set the limit to a lower level. It was noted that this might increase the frequency with which patrons would need staff intervention. Anderson will discuss this issue with staff and come back to the board with a recommendation. Staff members are encouraging more patrons to register their e-mail addresses; Behm noted that the recently implemented courtesy e-mail notices remind patrons that materials are coming due which should help them avoid late fees.
2. Youth:
 - (a) Rearrangement continues in the Young Adult area and have received positive responses from patrons. Friends of the Library will underwrite more furnishings in this area and staff is in the process of getting quotes for a couch.
 - (b) In the process of scheduling workshops in the Waterloo and Cedar Falls schools for the Cedar Valley's Youth Read project.
 - (c) The puppet masters in the youth department, recently named "Wild Hare Productions," continue to draw large audiences. Have presented special programs to school groups and will plan at least one performance at the request of Exceptional Persons for a group of their clients.
 - (d) Youth department offering ornament-making as part of Jingle & Mingle on Main activities. Kids who make an ornament may register to win one of many plush Santa toys that were donated by Cathy's Hallmark.
3. Tech Systems: none.

C. Referred for Board Action:

1. Action on Staffing Proposal took place during Director's Report.
2. FY08 Proposed Budget narrative was distributed and reviewed. As in the past, personnel amounts have been estimated; only slight increases in a few line items were requested based on anticipated increases of materials or services. Discussed if either budget included funds for anticipated art works but agreed that this is the type of expenditure for which endowment funds should be requested. Also brought up the need to plan a date for the Art Committee to reconvene.

MOTION: (Seymour, Pfalzgraf) to approve the proposed FY08 General Fund, Library Levy, and Revenue requests as presented. Passed.

3. There is a need in Technical Services to upgrade both staff computers in order to increase productivity in the acquisition, cataloging and processing of materials. Dargan estimates that \$3,000 would cover the immediate needs in this department. It was suggested that the Library Levy Capital Reserve funds should be used for this purchase since the equipment supports the library board's intended use of the levy funds.

8. Committee Reports:

- A. Friends of the Library (FOTL) mailed membership renewals; all board members should have received them.
- B. Finance Committee will plan a meeting in early 2007 with City staff to continue discussion of the language of the levy resolution.
- C. Personnel: no report.
- D. Levy Oversight Committee: Distributed notes from the Oversight Committee meeting. Discussed concerns members expressed about levy funds supplanting the general funds allocated for the library budget rather than supplementing. Board members recalled discussions that levy funds would help avoid having to increase the library allocation from general funds but decided that it would be beneficial to research literature published about the library levy referendum as well as past board minutes in order to clarify this issue. Will discuss as more information is provided.

9. Unfinished Business: none.

10. New Business: none.

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

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem