

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
December 5, 2007**

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

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Seymour, Richardson) to approve the agenda as presented. Passed.
3. **MOTION:** (Seymour, Behm) to approve the November meeting minutes as presented. Passed.
4. Communications from the Officers: As a follow up to last month's discussion about the microfilm system purchase, Deaver reported that issues and concerns have been cleared up with Advanced Systems, Inc.
5. **MOTION:** (Behm, Blair-Broeker) to approve the December 2007 library bills as presented. Passed.
MOTION: (Seymour, Richardson) to approve the investment fund bills as presented. Passed.
7. Usage Report: the Downloadable Videos may now be accessed from the library OPAC; will do some testing of public computer session logging since number seems a little low.
8. Director's Report:
 - A. Informational Update
 1. A UNI class has been giving improv performances at Cottonwood Canyon in Cedar Falls on Friday evenings. Since this establishment has closed, the group has requested permission to perform in the library atrium on Friday evenings from 7-8:00 PM during the Spring semester (Jan-May). There is no fee charged/collected; staff would be present to monitor and help with set-up; the library would remain closed. Board members raised questions about liability issues, staff time, etc. Will have time to investigate these issues and report back at January board meeting.
 2. Loan periods for several patron types have been modified such as Homebound, Institutions, Staff, Outreach, etc. Extended due dates have been noticed by patrons viewing OPAC records and the shortened periods are more in line with our standard loan periods.
 3. Miscellaneous: Groskurth introduced Amy Glockner, youth library assistant. Glockner gave an overview of a proposal to create a more attractive Toddler Area (currently have puzzles & toys in this area) which would entail a 10'x10' playhouse, murals on the walls, a door/puppet theatre, and a reading space incorporated into a formed tree. Board members viewed a scale model; a detailed plan will be made available. Hudson Public Library has a similar area in their Youth Department. This project would be funded by the Friends of the Library. Board members raised questions about safety, permits, inspections, etc. Glockner will get more information and prepare a revised proposal for distribution.
 - B. Reports from Department Heads
 1. The Wine/Chocolate program was well attended and received positive comments. In February, Kim VanDeest will present a session on how to create your own web presence. The hockey program has been delayed until January (date to be announced).
 2. Youth Department:
 - a. Since Toddler Time attendance is still increasing (103 at last session) we will be adding an additional session on Wednesday mornings. Currently we offer a 10:30 AM session on Wednesdays and Fridays; additional time on Wednesday will be at 9:30 AM starting in January.
 - b. Tree Trim crafts being offered for three weeks in December to help decorate the

- library tree (and can take one home, too).
3. Tech Systems:
 - a. Dargan reported that all the paperwork has been completed for the class action settlement from Microsoft; Cedar Falls Public Library may receive about \$1,000.
 - b. Nearly 75% of the FY08 CIP allocation for computer upgrades has been spent.
 - c. Upgraded the software on the microfilm system; staff has noticed the microfilm system is being used more frequently than the old equipment.
 - d. Considering installing "express e-mail stations" on the first floor of the library for patrons to quickly, and conveniently, check their e-mail. Second floor workstations attract users wanting to spend longer periods of time on-line.
 - e. Waterloo Public Library received grant funds from Black Hawk Gaming; Cedar Falls may consider applying to them for funding a WiFi laptop computer lab.
 - f. WiFi access has been upgraded.
 - C. Referred for Board Action:
 1. Reviewed and discussed previously distributed art policy and donor forms; all documents were reviewed the by City Attorney.

MOTION: (Behm, Richardson) to approve the Art Policy & Donor Forms as presented. Passed.

2. The draft of the Third Age Coordinator job description was reviewed; it was suggested that this job would be similar to the current part-time Education Coordinator position. Will need to prepare a contract since this will be a shared position with Waterloo Public Library. Documents not yet ready for board action. Will add to next month's agenda.
9. Committee Reports:
 - A. Membership renewal brochures were mailed to all FOTL members; examples distributed to board. In January, the Gallagher-Bluedorn will host a performance by the comedienne, Paula Poundstone, who is the 2008 spokesperson for Friends of Libraries USA (FOLUSA). FOLUSA has contacted our FOTL about setting up a table at the event to sell Paula's new book; FOTL would receive the profits from the sales; Groskurth and FOTL working on details.
 - B. Finance Committee: .no meeting dates have been set.
 - C. Personnel: Mayor Crews is willing to use the revised Library Trustee application questions on the city website.
 - D. Art Committee: previously discussed.
 10. Unfinished Business: Library Capitals/Benches: no report.
 11. New Business: none.
 - 12: **MOTION:** (Seymour, Richardson) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem