

CEDAR FALLS PUBLIC LIBRARY
MEETING MINUTES
BOARD OF TRUSTEES
February 4, 2004
Sarah Dayton Room

1. Meeting called to order by President Jones.
Board Present: Beed, Behm, Blair-Broecker, Deaver, Evens, Gasser, Jones. Staff: Johnson, Anderson, Dargan, Nangle, Kayser.
2. **MOTION**: (Deaver, Evens) to approve the agenda. Passed.
3. **MOTION**: (Behm, Blair-Broecker) to approve the minutes with a correction in item VII. A. changing \$160 to \$130. Passed.
4. Communications from the Officers: none.
5. **MOTION**: (Evens, Behm) to approve the February bills as presented. Passed.
6. Director's Report:
 - A. Informational Update
 1. The remaining bills from Checkpoint will be paid from the CIP funds. The FY05 budget was approved with the anticipated reductions
 2. Personnel committee members Gasser, Blair-Broecker, Beed, & Luze need to coordinate with Waterloo Public Library board members to begin the process of the director's evaluation. Since Cedar Falls will be moving during this process, Waterloo will implement the preparation & mailing again this year.
 3. When the Waterloo/Cedar Falls Courier begins publishing on Saturday, there will be a regular column about the Youth Department.
 4. The revised shared Youth Librarian job description has been sent to the consultants.
 5. Building update: One semi full of shelving has been delivered. More of the Thonet chairs have been refinished. Plans are to close the library to the public on February 16th. On February 25 & 26 the phone & Internet service will be switched to the new building. The Opening Day Collection is scheduled to arrive on March 1st. Bruce Sorensen reported that asbestos will need to be removed from the old building prior to demolition. The demolition will take about five days and the contractor has been instructed to watch for the cornerstone in the Carnegie part of the building. Johnson distributed a revised timeline of moving/building activities.
 6. Policy manual updates will be tabled until after moving & settling into the new building.
 7. After a tour of the new building, Johnson & Glockner discussed possibly using the display case on the second floor for featuring local art, especially 3-D since the space is large & well-lit. A committee would be formed that would include board members, artists, etc. Johnson will talk with Mary Huber, Hearst Center Director. Glockner is working on a new brochure, maps, signage, etc. which will utilize the color scheme of the new library.
 8. Miscellaneous:
 - a. The Friends of the Library and library volunteer coordinator, Sherry Heins, will work on recruiting, scheduling & training volunteers to give tours of the new building. Board members interested in participating should let Sherry know.
 - b. Thursday will be the last staff meeting in the old building. Bruce Sorensen will give an overview of the project and answer questions.
 - c. The 2004 Cedar Valley Reads book is "Niagara Falls All Over Again"

which is also the All Iowa Reads selection. The author will be in this area on September 17th and the local committee is planning an public event.

d. The March board meeting may take place in the new library.

B. Reports from Department Heads:

1. Anderson reported that the Adult Opening Day Collection selection is complete and she is now working on updating the codes for the OPAC.
2. Nangle still has a few Opening Day Collection lists to submit. The Book & Babies program is almost ready. The Summer Library Program at Waterloo & Cedar Falls will focus on the efforts of HEIFER International. The book "Beatrice's Goat" illustrates how this program helps alleviate world hunger. More details will be forthcoming.

C. Reports of Standing & Special Committees:

1. Friends of the Library: Behm reported that nearly 100% of the Library Trustees have joined the FOTL. Even with all the complications of parking & construction, the Book Nook still made \$11,000 last year. FOTL board members are working on next year's budget and on selecting a new logo that will be used on publications & their web site. The Farewell Party was a great success and the library will get a copy of the video footage filmed by Cable Channel 15.
2. Building Project update: Discussed the need to recognize all the volunteers that have been instrumental in helping along the whole building project, including the Friends. It was also suggested that there should be plenty of publicity via the web, print & Cable 15 about the closing and the use of contracted movers. Dates for the Grand Opening were discussed. Johnson will contact the Davis family to see if May 1st or May 15th will work for them.
3. Finance Committee: distributed & discussed the latest building fund report from the city.

7. Unfinished Business: none.

8. New Business: none.

9. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary, Pro-Tem