

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
January 3, 2007

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

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Behm, Beed) to approve the agenda as presented. Passed.
3. **MOTION:** (Behm, Blair-Broeker) to approve the December 2006 meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Pfalzgraf) to approve the January 2007 library bills as presented. Passed.
MOTION: (Behm, Beed) to approve the January 2007 investment fund bills as presented. Passed.
6. Usage Report: Even though December's statistical report is not yet complete, Groskurth noted that circulation is up for the period of Jul-Dec 2006 over Jul-Dec 2005. Reports reviewed & filed.
7. Director's Report:
 - A. Informational Update
 1. Cedar Falls Personnel Department is still working with Waterloo Human Resources to modify the original shared director contract. Hope to have by the February board meeting.
 2. Groskurth gave an overview of last month's Long Range Plan discussion and distributed copies of the three service responses that best matched the input received from board and staff about addressing community needs. Need to identify what data we require to provide for continued discussions. It was suggested that a ten-year overview of the demographic characteristics of Cedar Falls would help identify population trends (age, gender, ethnicity) that may impact long range planning. Discussed strengths and weaknesses in the areas of funding, governance, location, and comparison with other public libraries of similar size. Reviewed ways the library currently addresses community needs in the selected service areas of Current Topics & Titles, Lifelong Learning, and Commons as well as strategies to continue to meet these needs long range.
 3. Miscellaneous:
 - (a) In December the library's website received over 10,000 unique visits. Will investigate if breakdown of internal versus external hit figures are available.
 - (b) Mini staff in-services have been scheduled over the next three months on various dates & topics. These 45 minutes sessions start at 8 AM and will cover topics such as reader's advisory resources, using the LCD projector & other AV equipment, review of staff intranet contents, and creating review files in Millennium. Sessions are all presented by staff members from CFPL or Waterloo Public Library.
 - (c) Staff evaluation process will take place in February. Board Personnel Committee will also need to begin planning for the Library Director evaluation with members of the Waterloo Library Board.
 - (d) Discussed having the Friends of the Library (FOTL) host a City Council breakfast similar to last year's successful event. Members felt this was a worthwhile function. Groskurth will work with FOTL and Council to select a date, possibly in February.
 - B. Reports from Department Heads
 1. Public Services: Iowa author, Donald Harstad, will speak & sign autographs at the library on Thursday, February 8 at 7:00 PM. Deaver offered to post information on the First National Bank's digital sign. On April 3rd, a traveling bus exhibit called the BUS-eum will be at our library. The exhibit is called: Vanished: German-American Civilian Internment, 1941-48. Both programs will be funded by the FOTL allocations for public services.
 2. Youth Department:
 - (a) On January 21 there will be a Teen Improv workshop from 1:30-4:00 PM.
 - (b) A sofa & loveseat for the Young Adult area have been ordered from Simpson's Furniture. These are being paid from the FOTL special project funds.

- (c) In March, the UNI Museum will have an exhibit featuring political cartoons drawn by Dr. Seuss. Library staff will present a program at the museum on March 3 for kids in 4-6 grades called "Get Your Degree in Philo-Seuss-ophy".
 - (d) Cynthia DeFelice will be the author in residence for the third Cedar Valley's Youth Read project the week of April 8-13. This project is being funded by grants from the Guernsey Foundation and the Ray Foundation Library funds. The author is scheduled to visit all Cedar Falls grade schools, many Waterloo grade schools and, if time permits, may schedule others. The author's historical novel being featured is "Weasel".
3. Tech Systems:
- (a) Dargan will be serving on the Governmental Affairs Committee of the Iowa Library Association.
 - (b) Waterloo Public Library has been experimenting with virtual reference service via instant messaging type of software; may also implement in Cedar Falls.
 - (c) CFPL website now has links to the Director's Blog and our Teen Blog. WPL also maintains several blogs which are linked from their homepage.
 - (d) The new technical services computers have been installed, the Pharos system was upgraded, and the CFU Internet connection was completed.
- C. Referred for Board Action:
- 1. Reviewed holiday closings document. Discussed being open on the Saturday during Sturgis Falls weekend. In 2006, the circulation was average for a Saturday in June and the traffic was slightly above average, most likely due to visitors using the library facilities for e-mail, restrooms, and air conditioning. Many previous residents also visit Cedar Falls on this weekend and might want to see our fairly new building. It was suggested that we remain open from 1-5 PM on that Saturday again this year and continue to monitor use/traffic for future decisions.

MOTION: (Beed, Blair-Broeker) to approve 2007 library closings as presented. Passed.

- 2. Discussed the need for updated equipment for viewing/printing from the library microfilm collection. Modern equipment is typically networked so users can view, scan, print, and e-mail information. Requests for archived Cedar Falls newspaper articles are received from patrons locally as well as nationwide, referred from the historical society, and visiting genealogists. The cost for this type of system is in the \$10-12,000 range and we may want to consider applying for a grant from the library endowment funds for this purchase. Board agreed, by consensus, to table this proposal until we are finished with the long range plan in order to determine if this need fits with our vision.
8. Committee Reports:
- A. Friends of the Library will meet next week; have also appointed an ad hoc committee to review the budget.
 - B. Finance Committee: no meeting
 - C. Personnel: Committee will schedule a meeting to discuss the tabled staffing proposal and to begin planning the director evaluation process with Waterloo Library board members.
9. Unfinished Business: none.
10. New Business: none.
- 11: **MOTION:** (Beed, Gasser) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem