

**MINUTES  
CEDAR FALLS PUBLIC LIBRARY  
(CFPL)  
BOARD OF TRUSTEES  
July 6, 2005**

Members present: Behm, Deaver, Luze, Gasser, Pfalzgraf, Seymour. Staff: Anderson, Dargan, Johnson, Nangle, Kayser.

1. Meeting was called to order by President Behm.
2. **MOTION:** (Luze, Seymour) to approve the agenda with the addition of Item X. 1. Staff Audit Update. Passed.
3. **MOTION:** (Seymour, Deaver) to approve the June minutes. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Deaver, Gasser) to approve the July & additional June bills as presented. Passed.
6. Usage Report: Circulation for FY05 was up overall and twice as many patrons got library cards than last year.
7. Special Order of Business: Election of Officers. Deaver conducted the election of officers in the absence of Blair-Broeker. By consensus, agreed to dispense with the written ballot. Deaver called for nominations from the floor.

**MOTION:** (Luze, Seymour) to nominate the current slate of officers to serve one more year in the same positions and to cease nominations. Passed.

**MOTION:** (Luze, Seymour) to approve the slate of officers as nominated. Passed.

Officers for FY06 will be: President, Gretchen Behm; Vice-President, Doug Beed, Secretary, Lynn Blair-Broeker.

8. Director's Report:
  - A. Informational Update.
    1. Building & Grounds: one dead tree has already been replaced; the north entrance door is being monitored & adjusted by city staff; a leak in the ceiling on the 2<sup>nd</sup> floor may be due to a design error and is being evaluated.
    2. Reviewed the Status of FY05 Goals & Objectives.
    3. Reviewed and discussed the FY06 Goals & Objectives. Suggested that a joint board in-service with Waterloo Public Library Trustees be added as Item #7 under Administrative Goals.
    4. Miscellaneous:
      - a. Reviewed library budget and noted there is little or no potential for reallocating funds among the line items since all are fairly accurate in anticipated expenditures with the exception of the materials line items.
      - b. The joint staff in-service will be held on August 12<sup>th</sup>. A representative from Black Hawk County Mental Health will present a session on dealing with problem, difficult or dangerous patrons and the afternoon session will focus on Young Adults.

- B. Reports from Department Heads
  - 1. Public Services: previously reported during Usage Report.
  - 2. Youth Services: kids are having fun with the summer library program's grossology theme; Young Adult summer program offered a fencing demonstration by the Des Moines Fencing Club.
  - 3. Tech Systems: Dargan back from leave; CF staff will give a demonstration for WPL of various processing methods used to prepare materials for circulation.
- C. Referred for Board Action:
  - 1. FY06 Goals were previously discussed.

**MOTION:** (Pfalzgraf, Seymour) to approve the FY06 library goals as revised. Passed.

- 9. Committee Reports:
  - A. Behm reported for Blair-Broecker. Behm relayed a message from Mac Eblen, FOTL calendar volunteer, who requested input and suggestions for content in future issues and/or volunteers to help with this monthly task.
  - B. The Finance Committee met with City Staff to begin discussing the levy language issues, which have still not been ruled on by the State Attorney General. The intention has always been that funds generated by a library levy would be for materials and resources since statistics indicate there is a need for an increase in materials. After the threat of a lawsuit over the original language potentially tying the hands of future boards stalled the levy process two years ago, it was suggested that the levy language mirror the State Code, which is for library support in general. It was further suggested that the board pass a resolution that would specify the intended use of the levy funds, which is for materials & resources. The city council would then need to pass a similar resolution to reaffirm the board's decision. Approximately 715 registered Cedar Falls voters would need to sign a petition by August 22<sup>nd</sup> to ensure the levy gets on the ballot in November.

**MOTION:** (Deaver, Pfalzgraf) to pursue the library levy. Passed.

**MOTION:** (Deaver, Seymour) to use the general language of the State Code on the levy ballot and mirror the original levy language in a resolution to be approved by the Board of Trustees and the City Council. Passed.

- C. Personnel: no report.

- 10. Unfinished Business:
  - A. Seymour gave an overview of his department's experiences with the consultant that performed a staff audit which included interviews with staff about hours, job descriptions, etc. The city has offered to pay \$8,000 to this same consultant to perform a similar analysis/audit of library staff. Board members questioned if this particular agency had experience or expertise with libraries specifically. It was agreed by consensus that Seymour would inquire about other library audits conducted by this agency and would work with Gasser to review the types of interview questions, tools, methods & processes to determine if the board's expectations would be met.

- 11. New Business: none.

- 12. Adjourned by consensus.

Respectfully submitted,

Carol Kayser  
Secretary Pro-Tem