

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
July 12, 2006

Members present: Behm, Blair-Broeker, Deaver, Gasser, Luze, Pfalzgraf, Richardson, Seymour.
Staff: Groskurth, Dargan, Nangle, Kayser. Guests: Russ Curtis, Cedar Falls Civic Foundation, Dave Wieland, City Council.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Richardson, Seymour) to approve the agenda as presented. Passed.
3. **MOTION:** (Blair-Broeker, Gasser) to approve the June 2006 meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Seymour, Luze) to approve the additional FY06 and July library bills with noted typographical correction on amount to one of the MicroMarketing invoices. Passed.

MOTION: (Seymour, Behm) to approve the Investment Fund bills as presented. Passed.
6. Usage Report: it was noted that the change in the public Internet reservation system has resulted in better statistics. Reviewed & filed report.
7. Special Order of Business: Russ Curtis, Cedar Falls Civic Foundation, gave an overview the library Endowment Funds, Investment Funds, and the Ray Endowment Funds administered by the Cedar Falls Civic Foundation on behalf of the library. Also reviewed the distribution policies for each of these accounts. The Investment funds are contributions designated for specific purposes such as Traveling Tales or gifts/memorials. Annually, the income from the Endowment and Ray funds may be requested through a grant application process for special programming or projects. For example, the Cedar Valley Youth Reads project received \$10,000 from the Ray Endowment for the week-long, author-in-residence workshops and expenses. Undistributed income from these two accounts will accumulate for future distribution. Curtis also gave an updated investment performance report.
8. Director's Report:
 - A. Informational Update.
 1. The Community Relations & Planning (CR&P) committee of the City Council would like the library board to reconsider reviewing and discussing the Eide-Bailly staffing audit analysis, a process which the board previously voted not to choose to continue. Board members questioned if there were any recommendations in the report that might actually be utilized in the library. Groskurth noted that some suggestions such as increased programming for Young Adults are valid while others are not. A response to the recommendations and the questions posed by the CR&P committee, with explanations, could help provide clarification and help the library and council to move forward on this issue.

MOTION: (Blair-Broeker, Richardson) to approve a presentation to the Community Relations & Planning Committee of the City Council responding to questions concerning the staffing audit recommendations. Passed.

It was suggested that Groskurth prepare the presentation. Wieland, CR&P committee chair, offered to work with Groskurth prior to her presentation. Date, time, and location to come.

2. The Iowa Stories: Books & Brunch program final report is due in July. This program was funded by a grant from the Cedar Valley Promise and was a collaboration between several Waterloo and Cedar Falls youth organizations and schools. The Cedar Falls schools were very pleased with the program concept and may solicit funding to continue on their own.

3. Miscellaneous:
 - a. Staff noticed some very wet carpet in the youth department and it was discovered that a drainpipe, encased in a sheet rock "column," had cracked and the water was seeping back into the building. A temporary seal will be placed on the crack and maintenance staff will need to repair from the interior.
 - b. Neal Jacobs has been hired to work part-time in technical services. This is a levy-funded position.
- B. Reports from Department Heads
 1. Public Services: no report.
 2. Youth: Summer program started; 660 kids completed the first craft activity.
 3. Tech Systems: all members of the Cedar Valley Library Consortium (CVLC) have started using the Syndetics Solution Enhancements on the on-line catalog. This product provides an icon as a link to an item's cover, access to a book's table of contents, reviews or summaries, etc. when searching an item in the on-line card catalog.
- C. Referred for Board Action:
 1. Reviewed FY07 library pay bands as previously approved by City Council.

MOTION: (Behm, Pfalzgraf) to approve FY07 library pay bands as presented. Passed.

2. Permanent part-time, non-union employees were approved to receive pro-rated benefits by the City Council beginning in FY07. Three personnel policies were also amended by the City Council that directly relate to these pro-rated benefits. Reviewed Sick Leave, Vacation, and Holiday policies. It was noted that in the Vacation policy, Item 3, should substitute Library Director or Library Board of Trustees for Division Manager and Department Director. In item 6(a), 6(b), and 9, should substitute Library Director for Department Director.

MOTION: (Behm, Luze) to approve pro-rated benefits for permanent part-time library employees and the Sick Leave, Holiday, and Vacation personnel policies as modified. Passed.

3. Reviewed Public Access Computer policy. It was suggested that the last sentence be deleted and that, in the first paragraph, "guest cards" should be changed to "guest logins."

MOTION: (Pfalzgraf, Gasser) to approve the Public Access Computer policy as amended. Passed.

4. Reviewed Circulation Policy. It was noted that the circulation period for videocassettes will be three weeks but DVD's will still circulate for only one week.

MOTION: (Blair-Broeker, Behm) to approve the Circulation Policy as revised. Passed.

5. The policy for Serving Wine and Beer at the Cedar Falls Public Library is to be reviewed annually. No changes were noted at this time.
6. In the Cedar Falls 2015 Strategic Plan there are two library objectives. A link to the entire plan can be found on the city's website.

MOTION: (Pfalzgraf, Gasser) to approve the library objectives in the 2015 Strategic Plan as presented. Passed.

9. Committee Reports:
 - A. Volunteers are needed to help at the Friends of the Library (FOTL) booth during the College Hill Arts Festival.
 - B. No report back from City Staff concerning the levy language being reviewed.
 - C. Personnel: no report.
10. Unfinished Business: Library Capitals: Groskurth reported that the library architect, Tim Jones, suggested that the old library capitals not be used for a single bench but split up and used as single seats, possibly by the flag pole. Groskurth also reported that Doug Beed had been in contact with a

concrete company that would be able to manufacture and would donate tops for the two single seats to be placed in green spaces on library/community center parking or landscaping areas. A horticulture club would be willing to place the benches and plant or landscape around them for a suggested donation of \$250 to the club. Also discussed need and/or placement of a plaque stating historical significance of capitals. May need to consult with Community Main Street about this project.

MOTION: (Gasser, Richardson) to keep the library capitals which will be made into single seats and to approve a \$250 donation to the horticulture club if their services are part of the final plans which will be presented at the next board meeting. Passed.

11. New Business: none.

12: Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem