

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
June 13, 2007

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

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Richardson, Gasser) to approve the agenda as presented. Passed.
3. **MOTION:** (Pfalzgraf, Richardson) to approve the May meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Richardson, Blair-Broeker) to approve the June 2007 library bills as presented. Passed. No investment bills this month.
6. Usage Report: Reviewed and filed.
7. Special Order of Business: Election of Officers. Discussed current length of service terms.

MOTION: (Gasser, Pfalzgraf) to dispense with the written ballot and nominate current slate of officers for reappointment in FY08. Passed.

Officers for FY08: Dave Deaver, President; Doug Beed, Vice-President; Elaine Pfalzgraf, Secretary.

8. Director's Report:
 - A. Informational Update
 1. Received word that the Cedar Falls Civic Foundation Library Fund was one of the recipients of funds from the estate of Shirley Berg. This money will not be in place for several months and may be in excess of one million dollars. The foundation board will prepare a policy for expending these funds taking into consideration any designations set forth in the donor's estate. Russ Curtis from the Cedar Falls Civic Foundation will be invited to the July board meeting to give an update and overview of the library endowment accounts.
 2. Navigation of the current CFPL website is somewhat difficult and we are currently working on a redesign using the State Library templates. Will be able to assign multiple authors for maintaining.
 3. Reviewed the library board application form that is currently posted on the City's boards and commission's informational web page. Groskurth contacted Mayor Crews about the origin/author of this document; no definitive response. Board members questioned if this document was approved by City Council and if the Board has any recourse to modify the contents; Groskurth will inquire. It was also suggested that a short "board member job description" be included on the application form. Groskurth and Deaver will set up a meeting with City Administration/Staff to discuss this document.
 4. Continued discussion of purchasing updated microfilm reader/printer equipment. The Cedar Falls Community Center recently hosted a four-week genealogy workshop with over 50 registered participants (had to break into two sessions). Also, have heard comments from various community members who noted disappointment that the library did not have more to offer in this area (equipment, databases, etc.). Board members suggested that Groskurth write a grant for purchase of updated equipment.
 5. Miscellaneous: Nice article in the W/CF Courier about Barbara Lounsberry's upcoming presentation about Nancy Drew: Iowa's Heroine to the World on Monday, July 9th at 7:00 PM in the library meeting room.
 - B. Reports from Department Heads
 1. Public Services:
 - (a) Three author visits planned: Barbara Lounsberry on July 9th, Norma Cutsforth author

of "Keeping Starwatch" on August 2nd, and Eric A. Smith author of "Oak Hill" on August 23rd.

- (b) Have been making lots of library cards and many are for Internet users.
 - (c) Adult Summer Reading Program plans are moving along. Sherry Heins has been working on creating documents, acquiring prizes, and setting up a display to attract adult participation.
2. Youth Department: no report.
 3. Tech Systems: Groskurth gave update from Dargan that CFPL had 319 WiFi sessions with 76 unique users and 94 usage hours in May.
- C. Referred for Board Action:
1. CFPL and WPL will have separate staff in-service dates this year. Team Building will be the focus for at least part of the day's activities. Tentative date for CFPL is Friday, August 10th and the board will need to approve being closed on that date.

MOTION: (Blair-Broeker, Gasser) to approve closing the library on Friday, August 10, 2007 for library staff in-service. Passed.

2. Distributed & reviewed FY07 activity reports of Library Endowment and Ray Endowment accounts. Discussed request from the Public Art Committee (PAC) received last month for a pledge of \$10,000 toward the purchase of the sculpture on 5th & Main known as "Drop Leaf Chicken." Board members expressed concerns about several issues:
 - Where would the library get the funds for this pledge?
 - Is it appropriate use of library funds?
 - What are the potential consequences if the PAC does not raise sufficient funding?
 - Is it possible to offer to assist in fundraising as an alternative?

MOTION: (Luze, Behm) to table this decision until the July meeting. Passed.

3. Reviewed & discussed the Shared Director Extension Agreement as previously distributed. It is not necessary to include the job description with this extension since it has not changed. WPL Board approved this agreement on June 11.

MOTION: (Behm, Gasser) to approve the Shared Director Extension Agreement as presented. Passed.

4. Reviewed & discussed the Shared Youth Services Librarian Extension Agreement as previously distributed. It was noted that Exhibit A: Job Description is included with this agreement although there were no changes to the job description.

MOTION: (Blair-Broeker, Luze) to approve the Shared Youth Services Librarian Extension Agreement as presented. Passed.

5. Reviewed & discussed the Shared Technical Systems Librarian Extension Agreement as previously distributed. It was noted that the only changes are the dates and the amount CFPL reimburses to WPL.

MOTION: (Blair-Broeker, Pfalzgraf) to approve the Shared Technical Systems Librarian Extension Agreement as presented. Passed.

6. WPL board recommended and approved a 3.5% salary increase for the Shared Technical Systems Librarian. This figure was utilized when determining the amount CFPL would reimburse WPL in the previous document.

MOTION: (Behm, Luze) to approve the 3.5% salary increase as set forth in the Shared Technical Systems Librarian Extension Agreement. Passed.

7. FY08 Pay Bands were adjusted and approved by City Council. Reviewed & discussed previously distributed FY08 revised pay bands for library positions.

MOTION: (Richardson, Behm) to approve the FY08 revised library pay bands as presented. Passed.

8. The library Part-Time Special Purpose & Seasonal employees are not officially included in the performance evaluation process and, therefore, no salary increases are awarded unless specific pay bands are adjusted. On average, city employees received a 3.5% increase for FY08, according to the City Finance Manager. These positions are typically minimum wage and are shelvers and interns. Groskurth noted that awarding this increase would not significantly impact the FY08 part-time salary budget as approved.

MOTION: (Behm, Richardson) to approve a 3.5% salary increase in FY08 for library Special Purpose & Seasonal employees. Passed.

9. Committee Reports:
 - A. FOTL published their annual report and distributed to membership. Will have a booth at the Sturgis Falls celebration from 10:00 AM-4:00 PM on Sunday, June 24.
 - B. Finance Committee: no report.
 - C. Personnel: no report.
 - D. Art Committee met and worked on the distributed draft of the Art Collection policy. Board suggested creating a "deed of gift" document and to get legal review of the policy & deed of gift documents. Committee will continue working on these documents.

Discussed committee assignments for FY08; will distribute current assignments with a short summary of the duties of each committee. Board members will discuss committee assignments at the July meeting.

10. Unfinished Business: none.
11. New Business: none.
- 12: **MOTION:** (Gasser, Blair-Broeker) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem