

CEDAR FALLS PUBLIC LIBRARY
MEETING
BOARD OF TRUSTEES
May 7, 2003
Sarah Dayton Room

1. Meeting called to order by President Jones.
Board Present: Behm, Blair-Broeker, Evens, Gasser, Jones, Richardson. Staff: Johnson, Kayser. Guests: Jon Crews, Ward Stubbs, Dick McAlister, Elaine Pfalzgraf, Vern Kolpek, Stan Smith, Tom Hagarty, Joe Turner, Axe Haugen, Bob Murphy.
2. **MOTION:** (Blair-Broeker, Behm) to approve agenda with the addition of Item VII. B. Financial/Budget report. Passed.
3. **MOTION:** (Behm, Richardson) to approve April minutes. Passed.
4. Communications from the Officers: It was noted that Matt Kollasch has resigned from the library board so Jones will assume the duties of President. The position of Vice President will remain vacant since Election of Officers will take place at the next meeting. Johnson introduced Mike Gasser who has been appointed to fulfill Kollasch's term.
5. **MOTION:** (Blair-Broeker, Evens) to approve May bills as presented. Passed.
6. Director's Report:
 - A. Informational Update
 1. Johnson met with Gene Lehman who will be creating the diorama/scale model of the original Carnegie library building that will be displayed in the new facility. He estimated completion in about 8 weeks.
 2. A new graphic identity program (logo) will be created for the new facility. Heidi Fuchtman, who worked on the campaign materials, will prepare some examples for review.
 3. The concept of cafes in libraries has somewhat bottomed out; many were not self-sustaining. However, many have revised their "no drinks in the library" policy to allow covered drinks. This is something that CFPL may consider in the new building.
 4. Christie Vilsack attended the Cedar Valley Reads book discussion held at the Waterloo Public Library. Cedar Falls will host their book discussion at the Hearst Center due to the construction/parking issues near the library. This will be held on Tuesday, June 3rd at noon. Mac Eblen will be the discussion leader and attendees are invited to bring along brown bag lunches.
 5. Johnson noted that the library has purchased an on-line readers advisory product called "NoveList" that will help patrons find fiction authors/titles that are similar to ones they enjoyed.
 6. Miscellaneous:
 - a. RFP's for moving the collection will be reviewed.
 - b. Will need to schedule moving of the FOTS room.
 - c. The library may be closed 4-6 weeks during the moving process. A "ceremonial" move will probably be planned and the Grand Opening will be delayed until spring in order to avoid parking issues.
 - d. The Family Service League will be setting up a display during June about family violence that may include life-size standees of people who were silent witnesses.
 - B. Reports from Department Heads
 1. Johnson previously reported on the Cedar Valley Reads book discussions.
 2. Johnson stated that the Summer Library Programming planning is well underway.
 - C. Referred for Board action
 1. Two policy updates were previously distributed to board members for review.

MOTION: (Behm, Richardson) to accept the revised Collection Development (Materials Selection) policy with noted grammatical corrections. Passed.

MOTION: (Behm, Evens) to approve the Cedar Valley Library Consortium Confidentiality Policy with grammatical corrections. Passed.

Johnson distributed information about an upcoming ICN in-service session that will provide information about the Patriot Act and how it will impact libraries and the legal issues surrounding the Act. The session will be held on June 3 from 6-8 PM and may be viewed in the Cedar Falls Library.

7. Reports of Standing and Special Committees

A. Building Project Update

1. Ad Hoc Campaign Planning Committee Jones reported that a third newsletter will be sent that lets donors know that we will be publishing a thank you ad, which will include a list of donors, in the Waterloo/Cedar Falls Courier in mid-June. Names will be included if donations have been received by May 31st. The newsletter also highlights those who have given at leadership levels through our naming opportunities (areas, collections, rooms, etc.) in the new building.
2. Building Committee: The next Sidewalk Superintendent's Update presentation will take place on May 17th at 1:00 PM in the meeting room of the library.
3. Board volunteers, Evens & Behm, met with Johnson to review the FY04 budget in order to determine what cuts can be made to comply with the request of the City to reduce the previously approved budget by \$43,000 should the Reinvent Government legislation be approved. The impact of this legislation on the General Fund of the City would mean an overall \$500,000 reduction. The library is the 4th largest user of the General Fund behind Police, Fire, and Parks. The following are ideas that were generated by the board volunteers:
 - a) Decrease materials purchasing (books only). Since the library will be closed for a period of time during the next fiscal year during the moving process it is anticipated that we will not be ordering materials anyway. This could save potentially \$19,000. The funds set aside for the Opening Day collection will help us "catch up" with items that would have normally been selected and purchased.
 - b) Cut part-time temporary positions (4 shelvers & 1 youth assistant) after the summer library program ends. This would be a potential \$24,000 savings. Full-time staff would need to pick up the shelving duties which would not be a problem during slow times but it is anticipated that we will experience a 33-55% increase in library use when the new building opens. This would also necessitate remaining closed on Sunday throughout the year since the part-time temporary workers are routinely scheduled for Sunday hours. In order to maintain accreditation we would need to remain open on Thursday mornings to maintain 64 hours open per week.
 - c) Increasing revenues was discussed and the only possibility is to increase fines but that was deemed counterproductive and would not be a significant amount.
 - d) Another alternative would be to cut one full-time library assistant position and decrease hours of operation to 52 hours per week. We would no longer qualify for accreditation and would not be eligible for Direct State Aid funds.

At this time there is no need for action until more information is forthcoming from the State and the City.

8. Unfinished Business: none.
9. New Business: Jones noted that Behm has been appointed as board liaison to the Friends Board. Behm encouraged Board and City Council to become members of the Friends of the Cedar Falls Public Library . The FOTL will have a booth at Sturgis Falls.
10. **MOTION**: (Blair-Broeker, Evens) to adjourn. Passed.

Special Order of Business: The City Council held an informal discussion with the Library Board of Trustees covering topics from the progress of the capital campaign, parking, water work at 6th & Main to the budget reduction process anticipated due to Reinventing Government.

Respectfully submitted,

Carol Kayser
Secretary, Pro-Tem