

CEDAR FALLS PUBLIC LIBRARY
MEETING
BOARD OF TRUSTEES
October 2, 2002
Sarah Dayton Room

1. Meeting called to order by President Kollasch.
Board Present: Beed, Behm, Blair-Broeker, Deaver, Evens, Jones, Kollasch, Luze. Staff:
Johnson, Anderson, Nangle, Kayser.
2. **MOTION:** (Beed, Blair-Broeker) to approve the agenda. Passed.
3. **MOTION:** (Jones, Evens) to approve the September minutes. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Deaver) to approve the October bills as presented. Passed.
6. Director's Report:
 - A. Informational Update
 1. Doug Beed has been presenting updates to library staff on the progress of the construction of the new library building. Part of the presentation includes visual aids and handouts with concepts and terms. Board members expressed interest in receiving the handouts so they will be distributed with board packets.
 2. A board orientation was held on September 13 for our newest members who found it very helpful in understanding their roles & responsibilities as trustees. The State Library also sponsors ICN training sessions for new board members. Johnson will let the board know when the next one is scheduled.
 3. As recommended by the board, the drop box will still be available for walk-up use when 6th Street is eventually closed off. A portion of the glass near the handicapped entrance on the Main Street side of the building will be removed and the drop box face plates will be relocated there.
 4. Johnson will attend City-sponsored in-services on October 29 & 31.
 5. Miscellaneous
 - a. Andy Fuchtman may be interviewing individual board members for articles that may be included in our campaign newsletters.
 - b. Johnson has been attending the building/contractor meetings and reported that the project is slightly behind schedule due to the pile driving difficulties.
 - B. Reports from Department Heads
 1. Anderson reported that circulation statistics have increased slightly.
 2. Nangle reported that the Youth Department will sponsor a "Magic Tree House" party and a "Spectacular Shapes" workshop/family activity in November, the annual "Tree Trim" in December, knitting workshops in January or February, an American Girls activity in March, and some sort of event in April that will feature the author Lemony Snicket.
 - C. Referred for Board Action:
 1. Reviewed & discussed draft of electronic usage policy previously distributed. Johnson will check on a couple of issues that were brought up and the revised policy will be reviewed next meeting.

7. Committee Reports:
 - A. Building Project Update:
 1. Evens reported that the fundraising project is nearing \$2.3 million or 73% of our goal. Several applications have been submitted to foundations and/or trusts. A special reception will be held on October 29 at the home of Jim & Cecelia Mudd to announce the progress of the campaign and as a kick-off to the public portion. On October 30, media will be invited to a press conference at the library. A general campaign brochure and the first of several campaign newsletters should both be available toward the end of the month. Judi Cutler is chair of the public portion of the campaign.
 2. Deaver reported that no timeline has been presented for the remodeling of the parking lot across 6th Street from the library that First National Bank is graciously allowing library patrons and employees use. Customers and staff have reported that there is not adequate outside lighting at night. Johnson will check on this. The Community Main Street sidewalk project was mentioned and Johnson will check on if/how it will impact our building project. Behm reported that there was a meeting on September 19 to discuss exterior signage. The ad hoc building committee did not approve of the \$74,000 sign proposed by the City to be located on 6th & Main identifying the Cedar Falls Public Library/Community Center building.
8. Unfinished Business: none.
9. New Business: none.
10. **MOTION**: (Behm, Evens) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary, Pro-Tem