

CEDAR FALLS PUBLIC LIBRARY
MEETING
BOARD OF TRUSTEES
November 6, 2002
Sarah Dayton Room

1. Meeting called to order by President Kollasch.
Board Present: Beed, Behm, Blair-Broeker, Deaver, Evens, Jones, Kollasch, Luze, Richardson.
Staff: Johnson, Anderson, Nangle, Kayser.
2. **MOTION:** (Jones, Blair-Broeker) to approve the agenda with the addition of Item VII. A. 3. Financial Report. Passed.
3. **MOTION:** (Luze, Behm) to approve the October minutes with the additional statement at the end of Item VII. A. 2. "At the direction of the board, Behm will respond to the City and convey the board recommendation to disapprove the expense for the proposed sign to be located at 6th & Main Streets." Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Jones, Deaver) to approve the November bills as presented with the correction to the Radio Shack payment amount noted. Passed.
6. Director's Report:
 - A. Informational Update
 1. The Third Age Project continues to be a success. There are currently 25 sites participating in the project and the loss of materials has been much less than anticipated.
 2. At the last construction conference meeting, contractors noted that they are approximately one month behind schedule due to space constraints and weather. There are only 9 caissons left and, if more progress is made on the outside walls, the crews might be able to continue working throughout the winter months.
 3. The purchase order for the *Checkpoint* conversion stations and tags are being prepared so staff can begin the process of converting the collection prior to moving into the new library building.
 4. "All Iowa Reads" planning committee has selected the book Peace Like a River by Leif Enger for their statewide promotion. The "Cedar Valley Reads" committee has decided to merge with the statewide project and will also use Peace Like a River as the local book selection. The first planning meeting will take place on November 13.
 5. Johnson reminded Board members that e-mails are also considered public documents, similar to memos and other correspondence, under the Iowa Open Meetings Laws.
 6. The State Library will be creating a Trustee listserv and all Board members will be automatically registered to receive the postings to this group since the State Library has current e-mail addresses. There will also be an ICN session on November 14 about teambuilding between city government and library trustees. The CFPL is a registered site and anyone interested needs to pre-register; there is no charge.
 7. Johnson deferred her report on "ultimate outreach" to Anderson's Public Services Department Head report.
 8. Miscellaneous:
 - a. The new walk-up book drop will be ready to install as soon as we find out when we will no longer be able to access the current book-drop from 6th Street. Glass has been removed near the handicap entrance on Main Street in preparation for moving the faceplate, chute, and book bin.
 - b. Funds have been received from the Roy J. Carver Charitable Trust for the library building project.

B. Reports from Department Heads

1. Anderson reported that the concept of "ultimate outreach" for patrons is being investigated. This would involve mailing materials to patrons who are temporarily incapacitated or are unable to pick up materials in person. One example would be a patron who has an item on a lengthy reserve list and goes south for the winter before their turn comes up. We could send them the item and it would be their responsibility to return the item in a timely manner. Currently, their names are skipped and, in most instances, moved to the back of the waiting list. Health reasons are another instance where this service would be invaluable to our regular users. The mechanics of this service still need to be worked out.

The Cedar Valley Library Consortium is investigating a product that would enhance the joint on-line catalog. Two vendor products will be tested that allow OPAC searchers to see additional information about materials such as a picture of the item, table of contents, sample chapters, etc., similar to on-line book, video & CD vendors.

2. Nangle reported dates and times for a variety of youth activities that will take place in November, December, and January. Knitting volunteers will be needed for one of the workshops. Nangle also reported on a presentation she gave to the MOPS (Mothers of Pre-Schoolers) organization.

C. Referred for Board Action:

1. Discussed revision of the Electronic Usage Policy. Areas of concern were staff and on-line political activities and proper authority as set forth in Item 2.4. It was noted that this policy is a broad statement and we still need to rely on the laws already in place.

MOTION: (Behm, Evens) to approve the Electronic Usage Policy as revised. Passed.

2. Reviewed and discussed FY04 budget request as submitted. It was noted that best estimates, based on previously calculated projections, were used considering we may still be in the current building 6 months or more of FY04 which runs July 2003 to June 2004. It was pointed out that the City estimates and includes the Personnel Costs and Operating Insurance costs in the FY04 column of the report.

MOTION: (Evens, Beed) to approve the FY04 library budget as submitted. Passed.

3. Fortunately, the contracts for the shared director and youth librarian have been written so the only changes to review are the amounts in the Appendix which reflect previous board decisions concerning salary increases. It was noted that the director is shared on a 60/40 basis (40% at Cedar Falls, 60% at Waterloo Public Library) and the youth librarian is shared 50/50.

MOTION: (Behm, Luze) to approve the contracts for the shared director and youth librarian positions as presented. Passed.

7. Committee Reports:

A. Building Project Update:

1. Evens & Jones reported that the campaign kick-off reception was a success and we got fair coverage at the press conference the following day. The first campaign newsletter was mass-mailed to Cedar Falls addresses, there are still personal visits to potential donors that need to be made, and the campaign is nearing \$2.5 million of the \$3.1 million goal.

2. Behm reported that she received a non-committal reply concerning the board's non-support of the sign on 6th and Main and that the City is working on an alternative corner sign.

Johnson noted that the designer from Struxture Architects will bring color boards for the interior of the new library to our next board meeting.

Beed reported on his visit to Dahlquist Clayworks where the new building's exterior book-bricks are being made. Cedar Falls Cable staff were also there and filmed the process. This information will be incorporated into the Currents Up-Close show on Channel 15 and should be aired next week. The artist noted that during the 90 day production run, there will be 3 people working 8 hours a day to create these unique naming opportunities that will make the library a very special building in our community.

Johnson reported that the outside light issue has been resolved.

Depending on the building progress, it was discussed that our kick-off in our new building might take place as early as Spring 2004. The lead-time for demolition of the current building was also discussed. The issue of disposal of building contents was raised due to interest expressed by many regular library customers about the possible purchase of various items in the current structure such as the fireplaces, wooden beams, shelving, etc. Johnson will check with the contractor.

3. Reviewed and discussed the financial report of the City Fund of library building project income and expenses. Board members questioned the library paying for the asbestos removal from the old Community Center and the monthly lease payments for the relocated Community Center which appear to be coming from the library building fund. It was noted that the referendum funds were specifically for the library building project and concerns were expressed about this practice. It was suggested that the division of library and Community Center expenses may be based on a formula for both projects combined.

8. Unfinished Business: none.
9. New Business: none.
10. **MOTION**: (Richardson, Blair-Broeker) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary, Pro-Tem