

CEDAR FALLS PUBLIC LIBRARY
MEETING MINUTES
BOARD OF TRUSTEES
March 3, 2004

Russell & Connie Wasendorf, Sr. Conference Room

1. Meeting called to order by President Jones.
Board Present: Beed, Behm, Blair-Broeker, Deaver, Evens, Gasser, Jones, Luze, Richardson.
Staff: Johnson, Anderson, Dargan, Nangle, Kayser.
2. **MOTION**: (Luze, Evens) to approve the agenda with the addition of item VI. C. Referred for Board Action, 1. Vendor tab discussion and item 2. Policy on "wall-hanging" discussion. Passed.
3. **MOTION**: (Richardson, Deaver) to approve the minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION**: (Luze, Evens) to approve the March bills as presented. Passed.
6. Director's Report:
 - A. Informational Update
 1. The collection & offices have been moved & staff is busy unpacking and straightening. One staff injury was reported (broken wrist); employee was off for three days. A delivery person suffered a back injury & paramedics were called. Contractors discovered wiring (overhead) was wet; may need to pull new wiring. Roof contractor has been repairing leaks. The meeting room will not be ready when we reopen. Installation of signage is scheduled to the 15th. Checkpoint will arrive next week to install the Self-Check stations & gates. Even though there are many little things that need attention, it was determined that, at minimum, if we are able to circulate (check-out) materials to the public the library will reopen on March 22nd. Ahrens Diversified Auction will be selling shelving & miscellaneous furniture for the library. Public Works employees are hauling items to Ahrens, other City Departments, or the transfer station. Some library-specific furniture/items have been moved to the PW storage unit and will be offered to other libraries at a later date.
 2. Staff evaluations are typically performed during February. However, Johnson suggested that the Board might want to forgo the standard process this year. Nearly all Library Assistants, which is nearly 50% of the staff, are frozen in their pay bands. The evaluation instrument used by the library was modified to interface with the City matrix but has also been in use for 9 years. Now that we are in the new building, job descriptions, tasks & responsibilities will most likely change which will necessitate updating the evaluation tool. This could not be accomplished in time to use this year. It was noted that the staff have all performed above & beyond expectations during the whole building project. One option would be for Board members to recommend an across the board pay increase which would not be out of line with what typically results from the evaluation process any way. Management would be willing to create a performance review narrative for each employee to be placed in their files. Also, the director evaluation forms are due back to the Waterloo Public Library by Friday.
 3. Miscellaneous:
 - a. Gene Lehmen will create a display incorporating his scale model and various historical library artifacts in the 1st floor display case by the elevator. Amy Glockner is creating a special display for the entryway case that can be left in place for an extended period. The 2nd floor display case will house local art. A committee is being formed to plan all aspects of this project.
 - b. Glockner is also working on a new brochure that will be available on our reopening day. The signage contractor is creating the maps for the kiosk.

- c. Waterloo & Cedar Falls libraries will host visiting Bulgarian librarians. More information will be provided as plans evolve.
- B. Reports from Department Heads:
 - 1. Anderson gave an overview of the move into the new building and the various tasks that staff have been tackling. The Opening Day Collection arrived and is being incorporated into the collection.
 - 2. Nangle reported that the Youth Department staff is very happy in their new home.
- C. Referred for Board Action
 - 1. Luze gave an update on the vendor tab that will be produced in part by the Waterloo/Cedar Falls Courier in-kind donation. The library will need to provide letterhead, envelopes and a list of vendors to whom an invitation to advertise in the library's tabloid will be extended. If the response to the mailing is low, the Courier suggested using library board members as backup solicitors. The back page of the publication has been earmarked for the library. Anticipated publication date will be Sunday, May 9th, which would be one week prior to our Grand Opening

MOTION: (Gasser, Richardson) to approve plans for the vendor tabloid. Passed.

- 2. Johnson suggested that it might be prudent to have a policy in place that would prevent items from being placed on the walls, ceilings, furnishings, etc. unless reviewed & approved by the board. Board members expressed concern that staff should still be allowed to personalize work areas but agreed with the concept of a moratorium on affixing items to walls & ceilings. Wording of the policy will be distributed for approval at a later date.
- 3. Based upon previous discussion, Board members concurred that performance evaluations for staff are not logistically feasible at this time. Discussed possibility of an across-the-board percentage increase. Evens will check with City Finance staff to determine what impact percentage increases would have on the FY05 budget and then, at a later date, the Board may choose to approve a rate for increases.

MOTION: (Deaver, Gasser) to temporarily suspend the library staff performance evaluation process for FY04 due to circumstances of the move and to begin the process of creating a new evaluation instrument for next year. Passed.

- 7. Reports of Standing & Special Committees:
 - A. Friends of the Library will have their next meeting in the conference room in the new library on March 11th at 4:30 PM. Those who have volunteered to be Tour Guides will meet at 3:30 for training. The annual membership meeting will be April 8th at 4:30. Book Nook volunteers moved their items into their new space once the shelves were installed.
 - B. The Finance Committee reported that the Foundation transferred another portion of the library's fund-raised obligation toward the building project to the City's building project fund. Expenditures continue to be reviewed prior to the Council approval.
- 8. Unfinished Business: Continued discussion of plans for Grand Opening event to take place on Saturday, May 15th. Tours & activities will take place in the library. Plans for an evening event were discussed and issues concerning parking, logistics, finances, etc. were referred back to the ad hoc Grand Opening committee.
- 9. New Business: none.
- 10. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary, Pro-Tem