

CEDAR FALLS PUBLIC LIBRARY  
MEETING MINUTES  
BOARD OF TRUSTEES  
May 5, 2004

Russell & Connie Wasendorf, Sr. Conference Room

1. Meeting called to order by President Jones. Board Present: Beed, Behm, Blair-Broeker, Deaver, Jones. Staff: Johnson, Dargan, Anderson, Kayser.
2. **MOTION**: (Behm, Blair-Broeker) to approve the agenda as presented. Passed.
3. **MOTION**: (Deaver, Blair-Broeker) to approve the April minutes with the correction in Item 2. that Behm moved & Evens seconded the approval of the agenda. Passed.
4. Communications from the Officers: none.
5. It was noted that the new Internet consortium invoices will be billed through the City of Cedar Rapids rather than ICN.

**MOTION**: (Beed, Deaver) to approve the May bills as presented. Passed.

6. Director's Report:

A. Informational Update

1. Johnson relayed an incident where the new Checkpoint system's security feature helped us identify & recover materials that were not properly checked out.
2. Distributed a proof the back page of the vendor tab which will feature a letter of thanks to the community from the library board. The tabloid will be 20 pages and will be included with the Sunday, May 9<sup>th</sup> edition of the Waterloo/Cedar Falls Courier.
3. After witnessing the ease with which damaged carpet tiles are replaced, Johnson applauded the choice of utilizing carpet tiles throughout the library
4. The meeting room can now be used but the divider door has not yet been shipped. Tentative date for shipment is next week. The portable ICN cart is in place but an ICN approved vendor needs to perform the actual hook-up. End panels for the self-check units and display pieces for the end caps will arrive & be installed before the grand opening.
5. As anticipated, the increase in circulation has created a backlog of materials to be reshelved. An additional part-time shelver will be added this summer who happens to be a previous employee so minimal training will be necessary. Due to the budget constraints and scheduling difficulties in this larger facility, it was noted that closing on Sundays may need to be addressed in the future. Johnson also noted that the part-time line item overages for the past few years have been covered by amendments from the salary reimbursement for the shared positions as well as budgeted increases for full-time staff positions that do not get distributed when the maximum rate in a pay band has been reached (frozen). Part of the shared positions discussion was that any savings would be available for use in other underfunded areas of the library budget. It was agreed that this will be discussed more in-depth at a later date. One other area that needs to be addressed is the non-print resources from which we pay for the on-line resources shared with Waterloo Public Library, at a significant cost savings to us.
6. Miscellaneous:
  - a. The library will continue to be a voting location starting with the June 8<sup>th</sup> election. We will have room to store the equipment for the election office between uses.
  - b. Invitations to the grand opening are ready to send and volunteers are lined up to give tours.
  - c. Elizabeth McCracken, the author of the current selection for All Iowa Reads, will be in the area on September 17<sup>th</sup>. A book discussion is being planned.

B. Reports from Department Heads:

1. Anderson reported that patrons really like the new library and that statistics are up with the increase in traffic. The VAM (self-reservation system for the Internet workstations) has also been well received by the users.
2. No report; Nangle on vacation.

C. Referred for Board Action

1. At the recommendation of the personnel committee and to maintain consistency with previous action, it was discussed that a 2% increase should be granted to the shared director position and the shared youth librarian position.

**MOTION:** (Behm, Beed) to approve a 2% salary increase for Nangle and Johnson for FY05. Passed.

7. Reports of Standing & Special Committees:

- A. Behm reported that the Friends of the Library (FOTL) held their annual meeting on April 29<sup>th</sup> with about 35 in attendance. Members toured the new library. The FOTL annually provide around \$11,000 to support library activities & equipment. With the success of the Book Nook the FOTL have noted the availability of additional funds and are soliciting proposals from members & staff to address any unanticipated needs now that we are in the new building.

A memo from the FOTL concerning construction of a lockable, wooden cash box in the Book Nook was distributed, reviewed & discussed. The request involves a locked cash box inside of an existing cabinet with the addition of a lock on that cabinet as well. The Book Nook is also locked when not open and the staff at the Information Desk maintains the key to allow access to volunteers upon request.

**MOTION:** (Beed, Behm) to approve putting the requested wooden cash box with lock inside the existing cabinet in the Book Nook where it can't be seen but to wait on adding a lock to the outside of the cabinet. Passed.

- B. Finance Committee has not met but continues to monitor building fund expenditures.
- C. It was determined that the ad hoc Building Committee is no longer necessary.
- D. Personnel Committee met on April 14<sup>th</sup> to review information provided by Johnson & Associates concerning the shared youth librarian position description. The committee approved the recommendation and forwarded the information to the city staff & attorney. The city attorney has requested more documentation from Johnson & Associates and will continue to study the recommendation.

8. Unfinished Business: none.

9. New Business: Deaver reported that the Symphony Board will be working on a 75th Anniversary effort and inquired about the possibility of the library sharing our donor list. Board members noted that the donor list has been published several times as a public document and will also be in the May 9<sup>th</sup> vendor tabloid.

Discussed if there is a need to send documents via U.S. mail that have been distributed to board members electronically. Concerns about attachments and board members ability to open the various file types were discussed. Dargan offered that all documents could be saved in Adobe Photoshop format (pdf) which is viewable by any webpage browser and that the link to the documents could be mailed to board members each month. Hard copies of documents would still be available at meetings and any member without Internet access would still receive documents via U.S. mail. Meeting notices will continue to be posted at the library, city hall & provided to print media.

**MOTION:** (Behm, Beed) to implement electronic distribution of documents to board members as discussed. Passed.

10. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser  
Secretary, Pro-Tem