

**MINUTES**  
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**  
**BOARD OF TRUSTEES**  
**November 1, 2006**

Members present: Behm, Blair-Broeker, Deaver, Gasser, Pflazgraf, Richardson Staff: Anderson, Groskurth, Nangle, Kayser.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Pflazgraf, Behm) to approve the agenda as presented. Passed.
3. **MOTION:** (Richardson, Pflazgraf) to approve the October 2006 meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Richardson) to approve the November 2006 library bills as presented. Passed. No investment fund bills this month.
6. Usage Report: FY04-FY06 collection & circulation turnover report was included in this month's board documents. Reviewed & filed.
7. Director's Report:
  - A. Informational Update
    1. Circulation statistics (combined with Cardholder Chart discussion).
    2. Distributed a report with a ten year overview of various statistics such as circulation, cardholders, library visits, reference transactions, etc. for Cedar Falls as well as the average for public libraries of similar size in Iowa (Size G). As information becomes available from the State Library, the chart will be updated to include more of the FY06 figures.
    3. Plans for the Young Adult department include rearranging shelves & furniture and the implementation of a Teen Blog.
    4. Distributed an overview and a general introduction as to why we should consider a long range plan for the library. It was suggested that this plan could be generated with input from Board, staff, and Friends of the Library representative (president). Plan would provide information about "service responses" which fit our community rather than what "we" want to offer. Discussed dates and possible formats for planning sessions; overall preference was to implement the process at the December board meeting by possibly extending the length of the meeting time. All agreed that a follow-up response to the plan will need to be drafted to chart "how we are doing" and to respond to the library specific goals in the City's 2015 Strategic Plan.
    5. Miscellaneous:
      - a. The Levy Oversight Committee will meet on November 27<sup>th</sup>.
      - b. Will start planning a meeting of the Art Committee; date to come.
      - c. September levy revenue report indicates a portion of these tax funds have been received by the City.
  - B. Reports from Department Heads
    1. Public Services: Several staff members have been attending in-service sessions for staff at Waterloo Public Library on a variety of topics including MS Word, Excel, web-mail, etc. One staff member is also taking the Public Library Management 1 classes via the ICN. The Cawelti program had an overwhelming turnout and a second session has been scheduled for November 6. A link from our homepage points to Scott's presentation notes.

2. Youth: Attendance at puppet shows has been around 75; sent a first-time attendee from the youth staff to the Iowa Library Association conference; Children's Book Week will feature a display of youth staff's favorite books; received a donation from a 4-year-old child and will send a special thank-you letter.  
Young Adult: "Walk the Aisles of Terror" event in the YA area drew 167 participants. Teen volunteers planned, constructed, and helped during the event. Working on creating a Teen Advisory Board. Ideas for future programs include another guitar workshop possibly in November and programming for December has not yet been determined.
3. Tech Systems: none.
- C. Referred for Board Action:
  1. Reviewed shared Director contract.

**MOTION:** (Behm, Pfalzgraf) to approve the shared Director contract as presented. Passed.

8. Committee Reports:
  - A. Friends of the Library (FOTL) mailed membership renewals; all board members should have received them. Will be sending out invitations to FOTL members to shop at World's Window on November 9 when a percentage of sales will be donated to FOTL. A portion of the Special Project Funds has been used to purchase several types of display pieces for use throughout the library. More of these funds will be used for new furniture in the rearranged Young Adult area. FOTL also sponsored the 500 block of Main Street during the Festival of Trees "Lights Up the Downtown" ceremony. Exhibit in the Redfern Display case was updated and underwritten by the FOTL. Members have also expressed interest in contributing toward maintenance (paint) of the meeting room.
  - B. Finance Committee met; discussed role of Levy Oversight Committee and determined need to schedule their first meeting; need to set meeting with city staff to continue dialogue about the library levy resolution language. Also discussed formulation of a long-range plan for the library.
  - C. Personnel: no report.
9. Unfinished Business: none.
10. New Business: none.
- 11: **MOTION:** (Blair-Broeker, Gasser) to adjourn. Passed.

Respectfully submitted,

Carol Kayser  
Secretary Pro-Tem