

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
November 7, 2007**

Members present: Beed, Behm, Blair-Broeker, Deaver, Gasser, Luze, Seymour. Staff: Groskurth, Anderson, Nangle, Kayser.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Behm, Seymour) to approve the agenda as presented. Passed.
3. **MOTION:** (Blair-Broeker, Gasser) to approve the October meeting minutes as presented. Passed.
4. Communications from the Officers: Deaver reported receiving calls from sales staff at Advanced Systems, Inc. (ASI) concerning the board's decision to purchase the Minolta microfilm scanner system from MTM rather than the Canon equipment which ASI sells. ASI sales & management reps met with Deaver and Groskurth to discuss ASI's concerns with various aspects of this decision. It was noted that all views and concerns about local purchasing, bid differences, technical support, product performance, functionality, etc. were taken into consideration when board members made their final decision. It was suggested that the board might reconsider their decision.

MOTION: (Behm, Blair-Broeker) that the library trustees do not reconsider the question on previously approved action to purchase the Minolta microfilm reader/scanner system. Passed with one voting nay.
5. **MOTION:** (Seymour, Gasser) to approve the November 2007 library bills as presented. Passed.

MOTION: (Behm, Beed) to approve the investment fund bills as presented. Passed.
7. Usage Report: will add downloadable video circulation numbers to monthly report. Reviewed and filed.
8. Director's Report:
 - A. Informational Update
 1. The OPAC (on-line catalog) interface has been revised. Buttons have been incorporated which add improved functionality for patrons wanting to access their accounts, reserve items, find reader's advisory assistance, etc.
 2. Reviewed the publicity plan which is a procedural document, not policy. Board members requested that they be included in Groskurth's monthly City Council "library update" e-mail distribution.
 3. Invitations have been sent for the Grand Opening of the CFPL@UNI collection at the Rod Library. Deaver, Crews, and others, will speak at the event. Over 300 books were delivered fully processed and ready for circulation. Tech Services will process around 10 per month until the collection reaches 500.
 4. The Third Age Coordinator, Betsy Kirk, will be leaving the W/CF area soon. In the past, Waterloo Public Library (WPL) and CFPL combined Direct State Aid (DSA) funds to pay for this position through Hawkeye Valley Area Agency on Aging (HVAAA) originally as part of a grant. However, HVAAA has suggested that this position should really be a city employee from either Waterloo or Cedar Falls since the grant period is over. Both boards need to decide if they wish to continue funding this program with DSA funds and by which city should this position be employed.

Board members inquired about a job description and possible workspace at CFPL. Groskurth offered to prepare a draft job description to discuss at the December board meeting and noted that there is sufficient staff workspace in the Reference Workroom.

Betsy typically worked around 20 hours a week and it was suggested that this could be a permanent part-time position with pro-rated benefits for vacation, sick leave, and holidays. A WPL employee is currently filling in for Betsy until a decision is made and a person is hired.

By consensus, board members agreed that this program should be continued and that DSA funds continue to be used to fund it. They also agreed that Groskurth should pursue this as a shared position with WPL but employed by CFPL. WPL board meets next week and Groskurth will share CFPL board discussion with them and report on their decision.

5. Miscellaneous: Groskurth noted that CIP requests have been turned in. CFPL is getting CIP funds in FY08 and FY09 for computer upgrades. No other requests have been submitted at this time.
- B. Reports from Department Heads
1. Public Services: even with the technical problems, the E-Bay program was very successful.
 2. Youth Department:
 - a. The Toddler Storytime (for 2 year olds) is offered twice a week but there have been up to 60 in attendance; more toddlers than sessions available. Will not be able to add more sessions without additional staffing.
 - b. Continuing to solidify plans for the 2008 Cedar Valley's Youth Read author visit by Will Hobbs this spring.
 - c. The young adult "Haunted Hour" event did not draw as many attendees as last year. The change in venue (meeting room rather than YA area), day of the week & time of day (Saturday at 3 PM during a home UNI football game) may have contributed to low turnout. Staff will reconsider for next year.
 3. Tech Systems: no report.
- C. Referred for Board Action:
1. Reviewed previously distributed & discussed FY08 goals.

MOTION: (Behm, Seymour) to approve the FY08 Goals as presented. Passed.

2. In accordance with the policy and procedures for expending accrued interest from the Library Endowment funds, Groskurth would like to submit an application to pay for the microfilm scanner system and one year of maintenance.

MOTION (Blair-Broeker, Gasser) to submit an application to fund the purchase of the microfilm scanner system and one year of maintenance from Cedar Falls Civic Foundation Library Endowment funds. Passed.

3. Reviewed the application for funding a program from the Ray Endowment funds that will target teens. Angela Ruggiero, author and professional hockey player, has been invited to speak about her experiences. Board members noted that there is a large following of hockey fans in this area and several volunteered to help with distributing promotional materials.

MOTION (Behm, Seymour) to submit the application to fund author Angela Ruggiero's visit/program from the Ray Endowment funds as presented. Passed.

4. Reviewed the FY09 budget narrative. Submitted an increase in part-time salary line item to cover increases due to the minimum wage changes and a slight increase in hours worked. The Capital Reserve line item amount from the Levy Budget was redistributed to materials line items at the suggestion of the Levy Oversight Committee, keeping in mind that if the estimated levy tax revenues are less than budgeted, these line items would be amended to avoid overspending levy funds.

MOTION (Seymour, Luze) to approve the FY09 budget requests as presented. Passed.

5. Reviewed the previously distributed part-time pay band increases for special purpose and seasonal employees to comply with minimum wage increases effective January 1, 2008.

MOTION (Seymour, Luze) to approve the revised part-time special purpose and seasonal pay bands as presented. Passed.

6. In accordance with our bylaws, Groskurth mailed (on October 8, 2007) the proposed bylaws changes to all board members at least ten days prior to the November 7th board meeting at which the vote on the changes is scheduled to take place.

MOTION (Blair-Broeker, Seymour) to approve the revised bylaws as presented. Passed.

9. Committee Reports:
 - A. FOTL: Revised brochures/membership renewals were mailed. Board members are encouraged to renew FOTL memberships. Let Blair-Broeker know if a form is needed.
 - B. Finance Committee: Now that this is a standing committee members will work on creating a calendar for planning meetings.
 - C. Personnel: Committee met and worked on revised questions for Library Board Application document. Reviewed & discussed previously distributed document. Noted that the revised wording was friendlier yet conveyed that being appointed as a Library Trustee is a serious commitment. Gasser will incorporate suggested changes and submit document to city staff as revised.
 - D. Art Committee: final version of policy and donor form is being reviewed by city attorney and should be on the December agenda for board approval.
10. Unfinished Business: Beed will investigate a winter work schedule for the library capitals/benches project with installation in the spring.
11. New Business: none.
- 12: **MOTION**: (Beed, Seymour) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem