

CEDAR FALLS PUBLIC LIBRARY  
MEETING  
BOARD OF TRUSTEES  
October 1, 2003  
Sarah Dayton Room

1. Meeting called to order by President Jones.  
Board Present: Beed, Behm, Blair-Broeker, Deaver, Evens, Gasser, Jones, Luze, Richardson.  
Staff: Johnson, Anderson, Kayser. Guests: Tim Jones.
2. **MOTION:** (Behm, Deaver) to approve the agenda with the addition of Graphic Identity Program under Item VI. C. Referred for Board Action. Passed
3. **MOTION:** (Beed, Deaver) to approve the September minutes. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Deaver, Beed) to approve October bills as presented. Passed.
6. Director's Report:
  - A. Informational Update
    1. The wrap-up party for the Cedar Valley Reads program will take place on Tuesday, Oct 7 from 5-7 PM at the Waterloo Public Library. Entertainment will be provided by Snugs, the performing horse, and Jim Miller, the singing cowboy. This event will be sponsored by Jr. League.
    2. Because Mike Dargan has accepted the position of Technical Services Librarian at the Waterloo Public Library, we will need to reconfigure our contract for services with him as our Technical Services Administrator. Currently, we are contracted for 40% of the TSA salary but that may be reduced due to upgrading & streamlining computer needs in the new building.
    3. In the near future, SILO will no longer offer Internet access. We will be joining a consortium of libraries to connect to the ICN. These include Iowa City Public Library, Cedar Rapids (and other Linn County libraries), Decorah Public Library, Waterloo Public Library, etc.
    4. Johnson will be attending the ILA Conference and will make another trip to pick up more donated CD's for the library collection. She has also withdrawn from the trip to Russia in December.
    5. The City Engineers have determined that we will be able to retain the 524 Main Street address for the new library building.
    6. A party celebrating the old library building is being planned. Citizens are encouraged to record memories that they may have about a librarian, a library experience, or what the library has meant to them. The information and form is available on our web site. One entrant will receive a copy of the book "20<sup>th</sup> Century Day by Day" at a drawing to be held during the celebration.
    7. Have received three of five bids for moving the collection.
    8. No construction meeting yet this month but the framing for the atrium glass is being installed and crews are continuing to sheet rock.
    9. Miscellaneous: none.
  - B. Reports from Department Heads
    1. Public Services & Reference: no report.
    2. Youth Department: There will be a Pirate Party on the 25<sup>th</sup> for children in grades K-2.
  - C. Referred for Board action
    1. Johnson distributed two versions of the new graphic identity program that will be incorporated into letterhead, business cards, etc. By consensus, the Board selected the option that includes the line across the bottom.
7. Reports of Standing and Special Committees:
  - A. Behm reported that the Friends of the Library are working on a new membership campaign, redesigning the newsletter & web page, and are investigating a new graphic identity program as well. A "members only" event will take place at the World's Window on November 13 from 5:30-8:30 PM with a portion of the sales being directed to the Friends. Articles will continue to be published in *Currents*.

- B. Tim Jones presented updated information on the status of the furnishings, signage, interior construction, shelving and furniture. To date only 9 change orders have been submitted. Discussed the use of air dryers rather than hand towels in the public restrooms. Checkpoint technicians visited the construction site. At this time, the chronology for moving is to move the collection & offices, receive & interfile the Opening Day collection, and then Checkpoint technicians will install components.
- C. The Finance Committee met with Steve Moore, City Attorney, to discuss concerns with the referendum fund expenditures. Clarified the responsibilities of Trustees, according to city ordinance, and in the process of approving library expenditures from all funding sources. Since Trustees are the custodians of all library funds, it was suggested that a process needs to be implemented to review & approve bills paid from the referendum funds by Board members. This will ensure that Board members are aware of the status of the building project funds--if the project is financially over, under, or on target with the final bids.

Moore presented Board concerns to City staff who agreed to help formalize the bill payments/approval process. Discussed the process and payment schedule. At the consensus of Board members, bills to be paid each month will be delivered to the Finance Committee members by City staff prior to the City Council meeting at which they will be presented. It was determined that the bills for payment will need the approval of 2 of 3 of the committee members.

Reviewed the chronology and discussions which led to the withdrawal of the petition for a library levy by the Friends of the Library since the Board had agreed at the September meeting to leave the petition on file.

- 8. Unfinished Business: none.
- 9. New Business: none.
- 10. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser  
Secretary, Pro-Tem