

**MINUTES**  
**CEDAR FALLS PUBLIC LIBRARY**  
**(CFPL)**  
**BOARD OF TRUSTEES**  
**October 6, 2004**

Members present: Behm, Blair-Broeker, Deaver, Gasser, Luze, Pfalzgraf, Seymour. Staff: Johnson, Kayser. Johnson introduced Jill Hartleip, the new part-time, youth department library assistant.

1. Meeting was called to order by President Behm.
2. **MOTION:** (Luze, Blair-Broeker) to approve the agenda. Passed.
3. **MOTION:** (Pfalzgraf, Seymour) to approve the September minutes. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Deaver, Gasser) to approve the October bills as presented. Passed.
6. Director's Report:
  - A. Informational Update
    1. Winter hours started on October 3, which means the library is open on Sundays from 1-5 PM and closed on Thursday mornings (open at 1 PM). The library assistants were offered the opportunity to implement a flexible schedule but chose to maintain standard scheduled evenings and weekends. In order to address accomplishing off-desk tasks, all library assistants were cross-trained on all off-desk tasks during the staff in-service. The schedule was revised to allow for a more equitable distribution of on and off-desk time with a mechanism in place to cover during absences. A checklist of daily duties is also being utilized.
    2. Johnson shared information that appeared in "Library Journal" and "Public Libraries" that discussed the possibility of libraries forming wider service areas in order to become more efficient and to cut costs. In Iowa, it is hard to sustain 540 public libraries. Taxing districts for libraries are legal in 17 areas. Typically, an elected board governs the area. The articles also mentioned merging county and city governments as another cost-saving idea.
    3. The OCLC Task Force has been investigating the status of Iowa's Union Catalog of Iowa Libraries (SILO). Many small libraries do not upload their item records and the condition of the catalog has deteriorated. OCLC has offered to update and maintain SILO but the proposed cost is so great that this is currently not feasible.
    4. Discussed the concept of a piano in the library (placement, noise impact, etc.). Coleman (youth library assistant) will investigate possible donation and bring information back to the board.
    5. Waterloo, Cedar Falls and Council Bluff are the final libraries to participate in Christie Vilsack's Iowa Stories project. Examples of other projects can be viewed at [christievilsack.org](http://christievilsack.org). The goal of the project is to complete a literacy inventory in a community. The process involves an initial meeting of 10-12 people from the media, schools, libraries, and community leaders to explain the project and the process. Within ten days, a second meeting takes place at which organizations are identified, activities listed, underserved groups are identified and where overlaps in service may occur. At a third meeting, a committee is formed and a project is selected. After discussion, it was decided that the initial meeting could involve members of both Waterloo and Cedar Falls communities that might help determine if one or two projects should be developed in this area. This project will not begin until after the first of the year.
    6. Miscellaneous:
      - a. The Waterloo/Cedar Falls Courier has offered a cash donation to the building campaign in addition to the vendor tabloid in-kind donation. Pledge payments are scheduled for 2004 and 2005.

- b. The ICN portable cart has been hooked up but the unit is still not yet fully functional.
  - c. The Friends of the Library (FOTL) has identified funds that will help with several special projects beyond the annual allocation. The amount for CFPL's portion of the shared on-line resources with Waterloo Public Library was not covered by the library budget line item. Only \$3400 was allocated and an additional \$8800 would have had to be amended from another line item. FOTL will cover the \$8800, underwrite the redesign & hosting of the FOTL and library websites, and set aside a portion of this additional fund to purchase DVD's and books-on-cd since these line items are also very underfunded and the materials are very popular with library customers.
  - d. The youth department will host a performance debate in October. Two 6<sup>th</sup> graders, Gabe Hess and Josh Glockner, will portray George Bush and John Kerry. Representatives from the Democratic and Republican headquarters will be invited to attend. Children in K-6<sup>th</sup> grades will also have an opportunity to cast their vote for their favorite candidate during the month of October.
  - e. Johnson distributed copies of a sample Board Assessment document.
- B. Department Head Reports: none (Anderson working at Reference Desk, Nangle on vacation, Dargan working on ICN installation). Discussed possibility of Department Heads submitting written reports or narratives to the board. Concerns were expressed about what type of information board members would want, that the reports would be considered public documents, and the additional demand on Department Head's time. Johnson offered to distribute to the Board the same monthly Director's report that is submitted to the City Council. Often activities, projects, and events are addressed in this report. It was agreed by consensus to table this discussion until next board meeting.
- C. Referred for Board Action
- 1. Discussed revised policy 503: Holidays. It was clarified that library employees are granted six, rather than three, floating holidays due to remaining open on Good Friday, the Friday after Thanksgiving Day and Christmas Eve day. Each year the board votes on library closings and has sometimes voted to be closed on Christmas Eve day. In this instance, staff members would need to use a Floating Holiday. This correction/clarification needs to be added to the revised policy.

**MOTION:** (Deaver, Beed) to approve the Holidays policy with the correction in item 1. (g) that Christmas Eve (December 24) will be observed as a floating holiday. Passed.

- 2. Discussed revised policy 404: Professional Memberships. It was noted that memberships for the library director position would need to be addressed in the director job description.

**MOTION:** (Seymour, Luze) to approve the Professional Memberships policy as presented. Passed.

- 7. Committee Reports
  - A. The Book Nook lighting has been completed. A "Cornerstone Club" plaque is being made that lists the FOTL members from last year. The FOTL membership drive will take place in November. World's Window will host an evening during which a percentage of the sales will go to the FOTL.
- 8. Unfinished Business: none.
- 9. New Business: none.
- 10. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser  
Secretary Pro-Tem