

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
October 4, 2006

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

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Seymour, Beed) to approve the agenda as presented. Passed.
3. **MOTION:** (Richardson, Seymour) to approve the September 2006 meeting minutes as presented. Passed.
4. Communications from the Officers: Deaver reported having a casual conversation with Rosemary Beach concerning the progress on the plans for the old library building capitals.
5. **MOTION:** (Beed, Behm) to approve the October 2006 library bills as presented. Passed.

Noted that we should schedule an organizational meeting with the Levy Oversight Committee. Also board needs to work out length of service for committee members as well as other duties & responsibilities of the committee. Groskurth will contact committee members.

MOTION: (Luze, Seymour) to approve the Investment Fund bills as presented. Passed.

6. Usage Report: reviewed & filed. Groskurth distributed a short FY06 annual report highlighting library activities, circulation, collection, and services. Board members were interested in seeing additional data and the detailed FY04-FY06 Collection, Circulation & Turnover Rate report will be posted with board documents. Groskurth will also create a report outlining the types of library cards that have been issued over the past few years such as to Cedar Falls residents, Open Access patrons, Black Hawk County residents, etc.
7. Director's Report:
 - A. Informational Update
 1. The current citywide phone system equipment and software are becoming outdated and parts and support may no longer be available. Laurene Saathoff has reviewed the library set-up for implementing Voice Over Internet Protocol (VOIP) and minimal work will be needed to proceed in our building. No date has been set yet for this transition.
 2. Groskurth attended the City Council's goal setting session; staff were observing, not participating. Noted that Council recognized cooperative efforts with University of Northern Iowa as being a very important goal and that the whitewater course on the Cedar River placed high among the capital improvement goals.
 3. Miscellaneous:
 - a. There will be an ICN session for library trustees on Thursday, November 2nd from 5:30-7:00 PM. Session will cover "Trustee Training: Governance & Funding" and CFPL is a scheduled ICN site for this program. Interested board members may register for this free session on the State Library website. Groskurth will e-mail information to all board members.
 - b. Cedar Falls Historical Society donating past issues of Cedar Falls newspapers to library for archives. Will need to rearrange shelving in Reference Workroom Archives to accommodate this collection.
 - c. Custodial staff found personal items hidden under the sink and above the ceiling tiles in the 2nd floor men's restroom. Police collected items and will investigate if problem continues.
 - d. Groskurth will be at the annual Iowa Library Association Conference in Council Bluffs part of next week but will check voice & e-mail messages.

- B. Reports from Department Heads
 - 1. Public Services: Anderson plans to attend a workshop in Ames that will focus on Reference collections and trends in public libraries to convert non-circulating items to the circulating collection as well as assessing purchase of items in print versus on-line databases.
 - 2. Youth Department: no report.
 - 3. Technical Systems Administration: Plans to migrate to CFU for Internet connection are in progress.
 - C. Referred for Board Action: none.
8. Committee Reports:
- A. Friends of the Library: no report this month.
 - B. Finance: no report, discussed that the State Attorney General's office has still not provided an answer to the question about the library levy language.
 - C. Personnel: no report.
9. Unfinished Business: none.
10. New Business: none.
- 11: **MOTION:** (Seymour, Richardson) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem