

MINUTES
CEDAR FALLS PUBLIC LIBRARY
(CFPL)
BOARD OF TRUSTEES
September 1, 2004

Members present: Behm, Blair-Broeker, Gasser, Luze, Pfalzgraf, Richardson, Seymour. Staff: Johnson, Dargan, Anderson, Nangle, Kayser.

1. Meeting was called to order by President Behm. Nangle introduced Michelle Coleman, a new employee in the Youth Department. She noted there were 79 applications for the two part-time positions and she conducted 8 interviews.
2. **MOTION:** (Seymour, Pfalzgraf) to approve the agenda. Passed.
3. **MOTION:** (Blair-Broeker, Seymour) to approve the August minutes with the correction to pluralize the word "book" in item #10. Passed.
4. Communications from the Officers: Reviewed committee assignments. Added Ann Hermann to the Library Art Committee.
5. **MOTION:** (Luze, Pfalzgraf) to approve the September bills as presented. Passed.
6. Usage Report: A draft of the revised monthly statistical report was reviewed. Computer use figures will be added as they become available. Discussed expanding the meeting room policy to allow private sector organizations or businesses to use the rooms for staff training, board meetings, etc. It was noted that other facilities charge for the use of their meeting rooms and the library does not. Requests of this type will be monitored and reviewed at a later date before making any changes to the meeting room policy.
7. Director's Report:
 - A. Informational Update
 1. There are still a few tasks to complete, such as additional blinds being installed, for the final building inspection. Designs for the donor kiosk and recognition wall signs have been received. When installation is complete a donor recognition event will take place.
 2. Around 10:30 AM on Veteran's Day, all the staff members from the Burlington Public Library will tour the Cedar Falls Public Library and discuss the new library building process with staff and interested library board members.
 3. On September 17, the author of the book being used in the Cedar Valley Reads program will attend a reception & book signing from 4:30 to 6 PM at the University Book & Supply. Copies of Elizabeth McCracken's "Niagara Falls All Over Again" will be available for purchase.
 4. The newly formed Library Art committee has not yet met.
 5. The dual library cards that carried barcodes for both Cedar Falls and Waterloo libraries will no longer be utilized. Customers will need to have a card issued from each library in order to help alleviate problems associated with using the wrong side of the dual card at each location.
 6. Johnson suggested board members begin thinking about having a library board in-service or retreat for both the Waterloo and Cedar Falls Trustees. Members agreed that a half-day workshop would be easier to work around individual schedules. Dale Ross was mentioned as a possible speaker. More discussion to come.
 - B. Department Head Reports
 1. Public Service & Reference
 - a. On October 11, a bag-piper from the Minneapolis area will perform in the community meeting room. His dog, Fingal, will accompany him.

- b. "Book Page" is a monthly publication that contains information & reviews about recent and soon-to-be-released books and other materials. Friends of the Library underwrite the cost of the subscription so copies are free for library patrons. Recently, the publisher has offered an e-mail version called "Book Letters" and it is being evaluated.
 - c. The joint Waterloo/Cedar Falls staff in-service will be held on September 10th.
 - d. CFPL received a shipment of about 600 CDs as part of the nationwide class-action settlement over allegations of price-fixing by distributors of music CDs. Between 75-100 duplicate titles will be given to the Book Nook to sell.
 - 2. Youth Department
 - a. In March, the youth department will offer a Cedar Valley Kids Read program for school-age children. The book selected is "Donuthead" which is geared to youth in 3rd to 6th grade.
 - b. Jill Hartleip has accepted the second part-time position in the youth department and will begin on September 13th.
 - 3. Technical Services
 - a. The University of Northern Iowa is upgrading some of their hardware and has offered the CFPL wireless equipment as well as their expertise in configuring and setting up a "hotspot" in the library for our wireless customers. Aaron Howard & Seth Thompson have met with Dargan and have agreed to help make the connection secure and investigate ways that usage statistics may be generated.
- C. Referred for Board Action
 - 1. Reviewed and discussed drafts of 6 personnel policies.

MOTION: (Seymour, Blair-Broeker) to approve policy 211: Temporary & Part-Time Employees as revised. Passed.

MOTION: (Pfalzgraf, Luze) to approve policy 302: Performance Appraisals with noted changes specific to library procedures. Passed.

MOTION: (Seymour, Gasser) to approve policy 309: Severance Pay as amended by the City Council in March. Passed.

MOTION: (Pfalzgraf, Luze) to approve policy 402: Meal Reimbursement as revised. Passed.

MOTION: (Blair-Broeker, Seymour) to approve policy 403: Travel with additional corrections as discussed on page 3, item D and item E, and the deletion of item 5 on page 2. Passed.

MOTION: (Luze, Gasser) to approve policy 706: Sick Leave as amended by the City Council in March. Passed.

- 8. Committee Reports
 - A. The Book Nook's annual sales as of June of 2003 were around \$10,000. As of June 2004, annual sales are predicted to be closer to \$25,000. The FOTL will be campaigning this fall to increase their membership, which is currently at 248 members.
- 9. Unfinished Business: none.
- 10. New Business: none.
- 11. Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem