

**MINUTES
CEDAR FALLS PUBLIC LIBRARY
(CFPL)
BOARD OF TRUSTEES
September 7, 2005**

Members present: Beed, Behm, Deaver, Gasser, Luze, Pfalzgraf, Richardson. Staff: Anderson, Dargan, Johnson, Nangle, Kayser. Guest: Russ Curtis, Cedar Falls Civic Foundation.

1. Meeting was called to order by President Behm.
2. **MOTION:** (Deaver, Luze) to approve the agenda with the addition of Item: Russ Curtis, Cedar Falls Civic Foundation update, prior to approval of the minutes. Passed.

The CFPL Trustees and Cedar Falls Civic Foundation (CFCF) Executive Committee and Board recognized the need for a distribution policy for the library endowment funds. Russ Curtis distributed copies of the policy recommended by the CFCF Executive Committee to the CFCF Board of Trustees at their meeting on August 12th (see attached). Curtis reviewed policy and addressed questions from board members.

Traditionally, gifts, donations and deposits to the CFCF Library Endowment Fund have been designated for specific purposes or were considered undesignated gifts. It was recommended that we separate the designated funds into a short-term investment account as an "in/out" type of account. Designated funds include monies to be expended as specified by the donor, funds donated for special projects such as Traveling Tales or Word Play, and funds encumbered by previous board decisions (ex: Building Signage).

The remaining funds would be the "Cedar Falls Public Library Endowment" and distribution of these funds would follow the guidelines and processes outlined in the distribution policy. Curtis clarified that undesignated gifts and donations would be directed to the Cedar Falls Civic Foundation for the benefit of the Cedar Falls Public Library. A grant application process is recommended for the distribution of the income from this account. Income would be 4% of the market value of the endowment on Dec 31 (exception noted in policy for 2005) and would be allowed to accumulate. Requests in excess of income are also addressed in the policy.

The CFCF Executive Committee is also in the process of writing a distribution policy for the Kathryn Ray Library Endowment Funds as well and will present it to the Library Board at a later date.

MOTION: (Luze, Beed) to authorize the Cedar Falls Civic Foundation to set up an account as a repository for gifts and donations given to the library for specific or designated purposes. Passed.

MOTION: (Pfalzgraf, Richardson) to deposit general or undesignated donations and pledges in the Cedar Falls Public Library Endowment fund. Passed.

3. **MOTION:** (Luze, Pfalzgraf) to approve the August minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Richardson, Gasser) to approve the September bills as presented. Passed.
6. Usage Report: reviewed and filed.
7. Director's Report:
 - A. Informational Update.
 1. The 2nd floor restroom vandal was discovered to be two juveniles. Letters of apology were received from them. Cedar Falls Police and Juvenile Services are handling the case.
 2. Installation of the sculpture on the corner of 5th & Main Street is underway. "Drop Leaf Chicken" will be on loan for 2 years until funds can be raised to purchase it. This is a project of the Public Art Committee and Community Main Street.
 - B. Reports from Department Heads
 1. Public Services: The new book discussion group held an organizational meeting on

August 30th with 29 in attendance. The group did not set a schedule for regular meetings but did discuss forming two groups due to the amount of interest. A second book discussion is planned for Tuesday, September 27th and the book "Empire Falls" will be the focus. A limited number of copies are available for checkout through CFPL.

2. Youth Services:
 - a. Youth Summer Library Program statistics indicated 553 participants of which 37% completed all six weekly visits to the library. Craft activities were attended by an average of 350 kids each week and over 17,500 items were checked out during the six-week program.
 - b. Storytimes and class visits have resumed.
 - c. Newbery Award winning book "Bud, Not Buddy" by Christopher Paul Curtis has been selected for the second "Cedar Valley Youth Read" project. A grant has been submitted to the Guernsey Charitable Foundation to help underwrite the project and author visit.
3. Tech Systems: Dargan noted a substantial increase in public computer use at both CFPL and Waterloo Public Library (WPL). Bandwidth has also increased for the "big pipeline" library consortium.
- C. Referred for Board Action: Reviewed and discussed policies previously distributed. This completes the review and adaptation of the city personnel policies.

MOTION: (Deaver, Beed) to approve the policies [as listed on the agenda] as revised. Passed.

8. Committee Reports:
 - A. Friends of the Library: no report.
 - B. Finance: All signed petitions for the library levy need to be turned in to Gary Hesse tomorrow morning (Sep 8). Rough estimates indicate a sufficient number of signatures have been gathered to get the levy on the ballot for the November election.
 - C. Personnel: draft of 2005-2006 committee assignments will be reviewed at the next meeting.
10. Unfinished Business: Behm reported that she and Gasser received a cover letter and draft report of the staffing audit analysis from City staff. They were informed that a conference call was scheduled for Monday, September 12th to include Behm, Gasser, Seymour, Jennifer Rodenbeck, City Finance Manager and Todd Smith, Eide-Bailly auditor. Based on guidelines in the Iowa Library Trustee's Handbook, Behm requested and received approval from parties involved that the director be included in the communication flow but it was suggested that the Board, as a whole, refrain from discussing the content of the draft report at today's regularly scheduled monthly meeting.

MOTION: (Beed, Richardson) that the Library Board, as a whole, discuss the content of the draft report of the staffing analysis. Passed.

Behm and Gasser gave an overview of the draft report. Board members questioned the process noting that issues and concerns about the auditing firm's experience with libraries, specifically, and the methodology & tools to be used had not been addressed. Discussed options and the merits of participating in the conference call. Board members agreed that Behm and Gasser should meet with City staff to inform them of the Board's decision.

MOTION: (Beed, Gasser) to direct the Board President, Gretchen Behm, to draft a letter to City staff stating the Library Board has lost confidence in the staffing audit process and chooses not to continue. Passed.

11. New Business: none.
- 12: Adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem

Cedar Falls Public Library Endowment Distribution Policy

The endowment fund shall be known as the "Cedar Falls Public Library Endowment" (hereinafter referred to as "Endowment"). The assets of the Endowment have been generated from gifts and contributions by individuals, companies and organizations to the Cedar Falls Civic Foundation for the support of public library services within the City of Cedar Falls. No assets of the Endowment are to be construed as accruing to or being able to revert to the City of Cedar Falls or its general fund.

The monies held in the Endowment shall be used exclusively to support the provision of public library services to the residents of the City of Cedar Falls. Specifically, the Endowment is to be used to assist in the funding of programs and projects outside the scope of normal and expected programming as well as significant capital projects for the Cedar Falls Public Library (hereinafter referred to as "Library"). Monies from the Endowment shall be used to fund non-budgetary projects and programming, start-up costs associated with new budgetary programs and capital items (including equipment) not included in the City of Cedar Falls Capital Improvement Projects (CIP).

"Income" from the Endowment may be distributed to the Library at the discretion of the Executive Committee of the Cedar Falls Civic Foundation Board of Trustees on the basis of grant applications submitted to the Board by [the Cedar Falls Library Board of Trustees (hereinafter referred to as "Library Trustees"). "Income" is defined as an amount equal to four percent (4%) of the market value of the Endowment based on the value of the Endowment as of the preceding December 31st, except "income" for the year 2005 will be based on the value of the Endowment on July 31, 2005 (\$707,084.62). Undistributed income will be accumulated for future distribution and will not be added to the principal of the Endowment. Distributions in excess of "income" may be made upon grant applications submitted by the Library Trustees and approved by a three-quarters vote of the Cedar Falls Civic Foundation Board of Trustees.

The assets of the Endowment shall be managed on a 'total return' basis consistent with the provisions of the Uniform Prudent Investor Act as set forth in Sections 633.4301 -4309 of the Code of Iowa.

Recommended to the Cedar Falls Civic Foundation Board of Trustees by the Executive Committee on August 12, 2005,