

**MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
BOARD OF TRUSTEES  
February 6, 2008**

Members present: Beed, Behm, Blair-Broeker, Deaver, Gasser, Pfalzgraf, Staff: Groskurth, Dargan, Kayser.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Blair-Broeker, Behm) to approve the agenda as presented. Passed.
3. **MOTION:** (Blair-Broeker, Seymour) to approve the January meeting minutes with correction in Item 8.A.3.b. replacing "sharing card catalogs" with "satellite collections." Passed.
4. Communications from the Officers: Deaver reported on a meeting with Mayor Crews during which it was suggested that the Library Board may want to establish a working relationship with the Community Center board to consider ways that the two facilities might participate in collaborative efforts. Deaver and Groskuth will contact Judi Cutler and the Community Center board to coordinate a meeting.
5. **MOTION:** (Beed, Behm) to approve the February 2008 library bills as presented. Passed.  
**MOTION:** (Beed, Gasser) to approve the February 2008 investment fund bills as presented. Passed.

Reviewed the General Fund and Levy expenditure & revenue reports. It was suggested that the "percentage of the year completed" be included on the report, for example, December report would indicate that we are 50% through the fiscal year.

6. Usage Report: need to analyze WiFi usage reports to figure the number of sessions in order to add this statistic to our computer use number. Discussed ways "points of contact" have changed from traditional services to include the library blogs, website, and web presence on myspace and facebook. Will also add the Improv performances held in the atrium, including attendance figures, in our monthly stats.
7. Director's Report:
  - A. Informational Update
    1. Groskurth held a brainstorming meeting with various volunteers and staff members to gather ideas for possible adult programming. Topics ranged from environmental issues to food fairs. It was also suggested that if our programs attract parents with young children we might offer a youth program at the same time.
    2. The Friends of the Library purchased 8 round tables with a storage cart for use in our meeting rooms. These tables are half the weight of the current classroom tables and will offer options for room arrangements.
    3. Invitations have been sent for the upcoming breakfast/tour for City Council members. Board members are encouraged to attend if schedules permit.
    4. Reviewed the draft of a grant application to the Black Hawk County Gaming Association (BHCGA) for a portable WiFi/laptop classroom. Dargan gave an overview of the proposal which includes a funding request for the equipment and presenter/instructor fees for the first year. Equipment includes webcams which opens up the potential for video conferencing. Board members expressed concerns about the proposed funding sources for future instructor support but agreed that there may be various options available if it becomes an issue. BHCGA requires that the Mayor needs to sign off on this proposal to avoid multiple applications from the same agency (City of Cedar Falls). Board members approved the proposal by consensus.
    5. Miscellaneous:
      - a. The allocation for the seven Black Hawk County libraries was increased to \$125,000 for FY09 distribution. This will result in nearly a \$4,000 increase for CFPL based on the formula which uses rural circulation and materials expenditures both of which increased in FY07 for CFPL. The librarians have considered arranging for the Black

Hawk County supervisors to tour all seven libraries in one day. Board members expressed support for this idea.

- b. The anticipated library levy revenues for FY09 have been estimated at \$297,000 which is an increase of \$20,000 over FY08 revenues.
- B. Reports from Department Heads
1. Public Services: no report.
  2. Youth Department: no report.
  3. Tech Systems:
    - a. As chair of the Iowa Library Association's Governmental Affairs Committee (GAC), Dargan has been working with the committee members to start a grassroots effort to get librarians, trustees, and citizens to contact the governor and their legislators to protest the proposed cuts in state funding for libraries. Dargan has written a guest editorial for the Waterloo/Cedar Falls Courier. There will also be a "Lobby From Home" day later this month.
    - b. The four year warranties on the 53 Gateway Profile systems will be ending soon. Will withdraw from service as they fail and begin implementing updates with the budgeted FY09 CIP funds.
    - c. A flatbed scanner has been connected to the microfilm workstation for public use.
- C. Referred for Board Action:
1. Reviewed and discussed the updated job description and contract wording for the Third Age Coordinator shared position. The position will be funded with Direct State Aid funds from both Waterloo and Cedar Falls libraries. The contract will expire on June 30, 2008 and will not be impacted this year if the proposed state budget cuts to library funding (including Direct State Aid) are approved. Contract renewal would be on a fiscal year-to-year basis. City staff used the Education Coordinator job description/duties as the basis for the Third Age Coordinator position; will be in the same part-time pay band. It was suggested that the designation of "Chairperson" on the signature pages be changed to "President" when referencing the Board of Trustees official signatory.

**MOTION:** (Pfalzgraf, Gasser) to approve the Third Age Coordinator job description as written and the contract with the modification of replacing "Chairperson" with "President" on the signature pages. Passed.

8. Committee Reports:
  - A. Friends of the Library: all 50 copies of Paula Poundstone's book were sold at the FOTL membership table set up in the lobby of the Gallagher-Bluedorn the evening of her performance. FOTL board members reported that the budgeted revenues for their fiscal year (April 2007-March 2008) were \$25,000 more than anticipated. Requests for special purchases will be considered such as funding the construction of a playhouse in the youth department or purchasing art for the interior of the library.
  - B. Finance Committee: meeting set for Feb 18 at 11:00 AM; Russ Curtis, Cedar Falls Civic Foundation, will meet with the committee to review endowment and investment funds.
  - C. Personnel: will meet with WPL Board committee members after this meeting; to review director evaluation instrument to be distributed to board members, management, and administrative staff of both libraries; Gasser will compile results.
  - D. Art Committee: no meeting.
9. Unfinished Business: Beed will coordinate with the mason, Seymour, and city staff to prepare for a spring installation of the library capitals/benches as previously approved.
10. New Business: none.
- 11: Adjourned by consensus.

Respectfully submitted,

Carol Kayser  
Secretary Pro-Tem