

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
January 2, 2008**

Members present: Blair-Broeker, Deaver, Gasser, Luze, Pfalzgraf, Seymour. Staff: Groskurth, Dargan, Nangle, Kayser.

1. Meeting was called to order by Secretary Pfalzgraf.
2. **MOTION:** (Seymour, Gasser) to approve the agenda as presented. Passed.
3. **MOTION:** (Blair-Broeker, Seymour) to approve the December meeting minutes as presented. Passed.
4. Communications from the Officers: President Deaver arrived and Pfalzgraf turned over running the remainder of the meeting to him. No communications from the officers.
5. **MOTION:** (Seymour, Blair-Broeker) to approve the January 2008 library bills as presented. Passed.

No investment fund bills this month.

7. Usage Report: circulation statistics for the satellite collection, CFPL@UNI, will be noted on the monthly report but are included in the total Adult Collection circulation numbers. November Outreach Services figures were not available but will be added to next month's report. Groskurth reported that a quick comparison of mid-FY07 and mid-FY08 circulation statistics indicated numbers are up by over 8,000 items. Reports reviewed & filed.
8. Director's Report:
 - A. Informational Update
 1. Groskurth checked with City staff on concerns board members expressed about liability issues and staff time for allowing a UNI group to hold improv performances in the library atrium on Friday evenings (when the library is closed). Insurance representative indicated that there should be no liability issues and City staff indicated library staff on duty would be on-the-clock so schedules would need to be adjusted accordingly, which would be less than two hours and the task would rotate among interested staff members. Board members voiced support of this collaborative arrangement with the University. Sessions would begin Friday, Jan 18 at 7 PM and run through the spring semester.

MOTION: (Luze, Pfalzgraf) to allow the UNI improv performers use of the library atrium after hours as previously discussed. Passed.

2. Checkpoint Systems announced that, effective January 1, 2008 they would be turning over all sales and services to the 3M Company. Several Iowa libraries have been unhappy with Checkpoint services, including CFPL, and we hope that 3M will be able to meet all of our needs.
3. Miscellaneous:
 - a. The exhibit in the Redfern Display case near the library entrance has been updated. Friends of the Library contracted with Amy Glockner to create this display.
 - b. Groskurth, Jan Dellinger from Hawkeye Community College, and Linda McLaury from UNI have been asked to give a presentation on sharing card catalogs at the next ACRL/ILA conference in March.
 - c. A set of 8 round, light-weight tables with a storage cart have been ordered for the meeting room. The current tables weigh 100 pounds each and have proven difficult for patrons and staff to set-up, take down, and place on storage carts when

not in use. We will keep all the current classroom style tables since there is plenty of space in the meeting room storage area. Friends of the Library will underwrite the cost of the round tables.

- d. Groskurth distributed a print copy of her January 2008 calendar. Board members indicated that a hard copy would not be necessary if we continue to post it with board meeting documents so it would be available to members as needed.
- B. Reports from Department Heads
1. Public Services: no report.
 2. Youth Department:
 - a. A box of youth books was donated by a patron who requested children's books in lieu of birthday presents. Another patron donated funds for a youth, adult, and young adult book to be selected in honor of various family members.
 - b. Additional Toddler Time on Wednesday mornings will begin on January 9. With the increase in attendance at the 10:30 sessions on Wednesdays and Fridays, it was necessary to add a third session,
 - c. With the addition of a portable puppet theatre (funded by FOTL), staff members will be able to make classroom visits for puppet shows. Recently, CFPL and WPL staff presented a show at a Waterloo school.
 3. Tech Systems:
 - a. Dargan requested board feedback on pursuing grant funding for a WiFi laptop/computer lab from the Black Hawk Gaming Association. In addition, a grant would be submitted to the Ray Fund for presenters for programs that utilize the WiFi lab. Possible program ideas range from basic computing to in-depth training on using library database resources for the public as well as staff.
 - b. Dargan is working with the Hawkeye Community College gamers club to set up a LAN party at the Waterloo Public Library. If the CFPL does get a grant for the WiFi laptop/computer lab, this might be a possible programming idea. Ages at the HCC event ranged from 18-65 year olds; Groskurth read somewhere that the average gamer is a 35 year old female. Libraries across the nation are targeting the "Millennials" by hosting gaming events. Many games require a rather high level of reading skills and should be considered intellectual stimulation.
- C. Referred for Board Action:
1. The Third Age Coordinator position revised job description and draft contract were not yet available from City staff. Will place on February board meeting agenda.
 2. Reviewed proposed closings for 2008. Reviewed patron count on previous Sturgis Falls Saturdays; appears to be in line with regular summertime Saturday library use. Will continue to monitor patron count and type of use this year (facilities, circulation, computers, etc.). City of Cedar Falls will be closed on December 25/26 but library staff would prefer closing December 24/25 should the board opt to close the library on December 24. As in previous years, staff members would utilize Floating Holiday time since December 25 is the paid holiday. Board members agreed that we would most likely have more traffic in the library on the 26th rather than the 24th.

MOTION: (Blair-Broeker, Gasser) to approve the 2008 library closings as presented.
Passed.

9. Committee Reports:
 - A. Friends of the Library: no December meeting. Board did vote electronically to approve setting up a table at the Paula Poundstone performance at the Gallagher Bluedorn on January 11th. Paperback copies of Paula's book will be sold (autographed?) and FOTL volunteers will have membership information available as well. FOTL will receive profits from the sale of the books. Next meeting will be Thursday, January 10.
 - B. Finance Committee: no meeting dates have been set. Will contact Russ Curtis for an update on Civic Foundation/Library Funds.
 - C. Personnel: has not met.

- D. Art Committee: has not met; board members inquired about the Drop Leaf Chicken campaign and Groskurth reported that even though pledges have not reached 100% of the campaign goal, the artist has agreed to extend the loan period until funding has been met.
- 10. Unfinished Business: Library Capitals/Benches: reviewed sketches prepared by Struxture Architects and minutes from August 2006 board meeting. Seymour will contact Beed, the mason who will be helping with the construction of the three projects, and the Parks Department to define a work implementation and installation schedule. Groskurth noted that the bike rack incorporating the urns was not as high of a priority as the benches.
- 11. New Business: none.
- 12: Adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem