

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
June 4, 2008**

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

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Behm, Luze) to approve the agenda as presented. Passed.
3. **MOTION:** (Behm, Blair-Broeker) to approve the May meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Beed) to approve the June 2008 library bills as presented. Passed.

MOTION: (Luze, Gasser) to approve the June 2008 investment fund bills as presented. Passed.

6. Usage Report: Reports reviewed & filed.

7. Special Order of Business: Election of Officers.

MOTION (Gasser, Behm) to dispense with the written ballot. Passed.

MOTION: (Blair-Broeker, Luze) to maintain the current slate of officers for FY09. Passed.

FY09 Board Officers: President, Dave Deaver; Vice-President, Doug Beed, Secretary, Elaine Pfalzgraf.

8. Director's Report:

A. Informational Update

1. Concerns were noted about discussing salary increases during board meetings at which staff members are present. The individual whose salary is up for discussion could be given a memo from the director in advance of the meeting and that person could ask for the board to go into executive session for that discussion. Another option would be to have the Personnel Committee discuss and make a recommendation to the board for approval. Board members agreed that this would be in line with the duties of the Personnel Committee and will use this procedure in the future.
2. Building Updates:
 - a. All four replacement windows are now in stock and will be replaced soon.
 - b. No more restroom vandalism noted.
3. Project Updates:
 - a. Groskurth compiling list of items that the Friends of the Library are willing to fund (more meeting room tables, playhouse, atrium furniture, contribute toward portable computer lab, etc.) and those which would be appropriate to apply for grants from our foundation funds.
 - b. Will plan to implement programming on Fridays in the atrium once furniture is in place. Could have volunteers or staff provide programs, book talks, music, etc. during set times of the day.
4. Bob Seymour resigned from the Library Board due to time constraints; submitted resignation letter to Mayor, accepted by City Council. Discussed potential replacements; pass along names to Groskurth. Discussed need to identify areas of expertise, attributes, strengths, diversity of future board members. Will add as a topic for discussion at another board meeting.
5. Dargan reported that the State Funding for Libraries in FY09 has been restored to the FY08 levels. Expressed thanks for all the efforts of librarians, trustees, patrons, etc. in contacting state-elected officials about this issue.

6. Miscellaneous:
 - a. Cedar Falls Civic Foundation Board approved the grant application to the Kathryn Ray Endowment for the Young Adult Summer Program performance by the band, "The High Strung."
 - b. Summer programs are all starting next week; Youth theme is "Pirates," Young Adult theme is "Food For Thought" and Adult theme is "Book-A-Trip@CFPL." The Friends of the Library are underwriting a charter bus trip for the Adult Program. Concerns about charging \$20 registration fee for this extracurricular activity were expressed. This is not a library sponsored program but is sponsored by our auxiliary group, the Friends of the Library.
- B. Reports from Department Heads
 1. Public Services: no report.
 2. Youth Department: no report.
 3. Tech Systems:
 - a. Dargan attended ALA Legislative Days in Washington, DC on behalf of the Iowa Library Association's Governmental Affairs Committee.
 - b. Also attended the Iowa OCLC Users Group conference in Cedar Falls and the Midwest Technology Library Conference in Minneapolis.
 - c. Will be adding three more internet computers in the youth department; all internet computers in the youth department are in view of staff on duty.
- C. Referred for Board Action:
 1. Discussed FY09 annual salary increase for shared Technical Systems Librarian and shared Director positions. Waterloo Public Library Board has approved a 4% increase for both positions.

MOTION: (Pfalzgraf, Luze) to approve a 4% salary increase in FY09 for the shared Technical Systems Librarian and the shared Director positions. Passed.

2. Reviewed a draft of foundation funds grant application form. Discussed evaluation procedures; noted that size of project would play a role in the evaluation procedure.

MOTION (Beed, Behm) to approve the grant application form as presented. Passed.

3. The Black Hawk County Gaming Association grant for a portable computer lab was approved for partial funding of the total request. Rather than scale back the project, the Finance Committee reviewed and recommended the proposal drafted by Dargan for using Endowment Funds, Kathryn Ray Endowment Funds, and Friends of the Cedar Falls Public Library funds to reach the original request amount. Discussed the issue of the "on-going need" component of the project such as fees for trainers and hardware/software maintenance. The application covers a three year period so there would be that period of time to investigate other funding sources to maintain the project. Potential users range from patrons, library & city staff training to providing programs for young adults (which was not stressed in the application).

MOTION: (Beed, Pfalzgraf) to approve the portable computer lab grant application as presented. Passed.

9. Committee Reports:
 - A. Friends of the Library: FOTL will have a booth during Sturgis Falls on Sunday.
 - B. Finance Committee: Continued discussion of endowment vs. city funding (basic library services). Groskurth has been appointed to the Cedar Falls Civic Foundation Board to replace Rhonda Hinton, and Jennifer Rodenbeck will fulfill the term for John Page. Russ Curtis from the Cedar Falls Civic Foundation will be at the July board meeting to provide updates on library endowment accounts.
 - C. Personnel: no report.
 - D. Art Committee: Compiling a list on a website with suggestions of library-themed art to be purchased by the Friends of the Library. The committee will review the works and make recommendations to the FOTL. Behm will e-mail link to board members when posted.

10. Unfinished Business: Beed reported that the mason (Curt) has contacted Mark Ripplinger, the pieces have been located at the transfer station, and, as weather permits, will measure & pour the bases for the library capitals/benches. The urns that were to be incorporated into the bike racks at the library were offered to the Community Center when they do their sidewalk project between the Community Center and the Library.
11. New Business: Blair-Broeker noted that the landscaping in front of the library (along Main Street) is rough looking; lots of bushes have died, some of the plants are too close to the curb & need to be moved back, others need to be removed or replaced; some plants need to be identified in order to determine what needs to be done to maintain them. Groskurth will contact the Parks Department for input.
- 12: Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem