

**MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
BOARD OF TRUSTEES  
March 5, 2008**

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

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Blair-Broeker, Seymour) to approve the agenda with the addition of Item 7.C.4. Cedar Valley's Youth Read request from Ray Funds. Passed.
3. **MOTION:** (Seymour, Beed) to approve the February meeting minutes with correction in Item 3. replacing "Seymour" with "Gasser" as making the 2<sup>nd</sup> to the motion to approve. Passed.
4. Communications from the Officers: Deaver passed along a comment from a library patron that works in the downtown area about the concept of a space in the library that patrons could eat lunch while reading books or magazines. Board members suggested various options such as picnic tables in the atrium, a designated area with time limits (such as 11 AM-2 PM), implementing on a trial basis, etc. Staff will investigate options and bring ideas to next meeting.
5. **MOTION:** (Seymour, Richardson) to approve the March 2008 library bills as presented. Passed.  
**MOTION:** (Behm, Blair-Broekerr) to approve the March 2008 investment fund bills as presented. Passed.
6. Usage Report: WiFi statistics for February indicated 102 logins from Feb 10-29 with some short periods of outages. March statistics will be more indicative of actual use.
7. Director's Report:
  - A. Informational Update
    1. Groskurth gave an overview of the City Council breakfast/tour held in February. Only two Council members were unable to attend and one came in later to pick up information that was distributed about our services. Board members expressed thanks to the director and staff who helped make this a successful event.
    2. A portion of the funds for the library from the Shirley Berg estate have been received at the Cedar Falls Civic Foundation (CFCF). This endowment will be approximately \$1 million and the CFCF board is working on the distribution policy.
    3. Miscellaneous:
      - a. Deaver and Groskurth will meet with Cedar Falls Community Center (CFCC) staff member, Judi Cutler, and CFCC board member, Betty Danielsen on Thursday for an open dialogue about the two facilities and services offered.
      - b. The ad for the Third Age Coordinator position was published in the Waterloo/Cedar Falls Courier as well as posted on-line. Have received several resumes and a committee of staff from both libraries will review and make recommendations.
      - c. A W/CF Courier reporter contacted Groskurth about the MyLibraryDV service and was pleased to discover both libraries offer this to our customers; will feature in an upcoming article.
  - B. Reports from Department Heads
    1. Public Services:
      - a. Anderson reported that the "creating a web presence" program was very successful and that there are plans for an April 3<sup>rd</sup> program to be presented by Jim Jackson about identifying and appraising antiques.
      - b. A special collection of "book discussion sets" of titles (multiple copies) is now available in the new book area; will also post the titles on the State Library's website and these will be available to loan to other libraries. We have used this service in the past to get items for several book groups that meet in the library. Deaver reported that he has heard from members of the book groups that this service is very much appreciated.
    2. Youth Department: no report.

3. Tech Systems:
  - a. The Mayor has signed the application to the Black Hawk County Gaming Association (BHCGA) for a grant to purchase the WiFi/laptop computer lab.
  - b. All planned CIP funded computer upgrades have been completed for FY08.
  - c. Have ordered all public and staff licenses for MS Office 2007 upgrades utilizing reduced rates offered to libraries.
  - d. The free WiFi service we were offering showed inconsistent connections when we reviewed the usage statistics. With the upgrade to the \$85/year service, we now have increased technical support, better security, more options for statistical reports and have seen none of the "time-out" connection issues associated with the free service.

C. Referred for Board Action:

1. Groskurth reported that the Holiday policy concerning closing at Christmas contradicted the action approved at the January board meeting at which the board voted to be closed on Wednesday, December 24 with the paid holiday observed on Thursday, December 25. The current policy states that "if Christmas Day falls on Thursday the following Friday (December 26) will be observed as a holiday." Will also need to address open hours for December 24<sup>th</sup>; normal Wednesday hours are 9:00 AM-9:00 PM. This policy may need to be reviewed for future years.

**MOTION:** (Beed, Seymour) to rescind the previously approved motion to close the library on December 24, 2008 and, for this year, follow the current policy by closing on December 26, 2008. Passed.

**MOTION:** (Seymour, Behm) to close at 3:00 PM on Wednesday, December 24, 2008. Gasser offered a friendly amendment to change the closing time to 5:00 PM; hearing no objections the Chair called the question. Passed as amended.

2. The Friends of the Cedar Falls Public Library will have their annual meeting on April 10<sup>th</sup>. They would like to serve wine at a reception to be held in the library meeting room.

**MOTION:** (Luze, Blair-Broeker) to approve the request to serve wine at the Friends of the Library annual meeting reception on April 10, 2008. passed.

3. National Library Week (NLW) will be celebrated April 13-19, 2008, the 50<sup>th</sup> anniversary of this event. Last year the library promoted NLW with cookies & punch, drawings for prizes, etc. Staff members have been discussing plans for this year and one idea was to offer some way for patrons to clear their records of fines for items returned late. This might encourage some patrons to start using the library again and may bring in items that are long overdue. Board members suggested a "Food For Fines" promotion that would offer patrons the opportunity to clear fines for the donation of a non-perishable food item which would then be donated to the Cedar Valley Food Bank. This would not cover fees associated with lost items. The revenue lost for one week would not be significant.

**MOTION:** (Gasser, Seymour) to approve accepting non-perishable food items in lieu of fines during National Library Week, April 13-19, 200. Passed.

4. The 2008 Cedar Valley's Youth Read (CVYR) author-in-residence is Will Hobbs. A \$10,500 grant was received from the Guernsey Foundation which will cover the majority of the costs associated with this project and the FOTL will contribute toward the additional funding needs. The Youth Department would also like to request \$4,000 from the Ray Endowment fund to help offset the remaining costs.

**MOTION:** (Behm, Pfalzgraf) to approve the application to the Ray Endowment for \$4,000 to help cover costs of the 2008 Cedar Valley's Youth Read program. Passed.

8. Committee Reports:

- A. Friends of the Library: At last month's meeting the idea of the FOTL contributing toward the purchase of art in the library was discussed. Will continue discussion at this month's meeting. The FOTL have been discussing ideas for expending some of their reserve funds which might include the construction of a playhouse in the youth department.

- B. Finance Committee: met with Russ Curtis; discussed various library funds invested in the Cedar Falls Civic Foundation and the anticipated earned interest that we may plan to expend each year from these funds.
- C. Personnel: Blair-Broeker & Gasser reported on the completed director evaluation. The committee reviewed the evaluation instrument, distributed, and compiled the results. Received high percentage of forms back from board and staff members of both libraries. Marks were consistently high and Blair-Broeker shared several comments that were submitted.
- D. Art Committee:
  - a. Committee reviewed the suggestion from the local Exchange Club that the library might exhibit the Freedom Shrine, a collection of historical documents framed and ready to hang. The committee and board members noted that this might be more appropriate for schools, museums, or other governmental buildings such as City Hall.
  - b. Behm & Groskurth displayed two original paintings from the Berg estate that were offered to the library. The Hearst Center did not add them to their collection since they are not typical of the artist's works. It was noted that the works need to be cleaned, re-matted, and reframed. Discussed that accepting the pieces does not mean that the items will be exhibited or refurbished. Board members expressed concerns about criteria for accepting artwork and requested the committee review and clarify roles of committee and board members pertaining to artwork in the library.

**MOTION:** (Gasser, Beed) to accept the two paintings from the Berg collection as recommended by the Art Committee. Passed.

- 9. Unfinished Business: Beed reported the Parks Department is ready and willing to help with the capitals/benches installation this spring.
- 10. New Business: none.
- 11: **MOTION** (Pfalzgraf, Gasser) to adjourn. Passed.

Respectfully submitted,

Carol Kayser  
Secretary Pro-Tem