## MINUTES CEDAR FALLS PUBLIC LIBRARY (CFPL) BOARD OF TRUSTEES November 5, 2008

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

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

**MOTION**: (Beed, Behm) to approve the November investment bills as presented. Passed.

Reviewed September expenditure/revenue budget reports. It was suggested that we add an additional item to our agenda under Bills for review of the monthly Financial Reports. Will add to the December agenda.

- 6. Usage Report: Five books-on-cd were added to the CFPL@UNI collection; will monitor circulation.
- 7. Director's Report:
  - A. Informational Update
    - The sidewalk between the front of the community center and library has been installed.
       City staff repaired the curb in the library parking lot near Main Street and will continue to monitor and repair as needed.
    - 2. Reviewed the prioritized project list. During the staff in-service, staff members were able to "vote" on individual projects and the list has been sorted by total votes. Some of these projects are in progress. Will update and post for board members as status of projects changes.
    - Students from Mike Gasser's class prepared a Library Customer Survey which will be placed around the library for patrons to fill out. Students will compile a summary of the surveys.
    - 4. Miscellaneous: Groskurth will co-host on a Community Center bus trip to Galena on Saturday, November 22d.
  - B. Reports from Department Heads
    - 1. Public Services: We will have an Author Fair featuring local authors & musicians on the evening of December 2<sup>nd</sup> from 6:30 to 8:30 PM in the large meeting room.
    - 2. Youth Department: no report.
    - 3. Tech Systems: Workers have started on the meeting room equipment installation which includes the equipment rack, DVD/VHS player, wireless microphone, sound system, etc. The laptops for the portable computer lab are on order and have a GPS locating device installed so we can locate them if needed. If the project is far enough along, we may get a sneak peek at the December board meeting.
    - 4. Third Age Project: Wii Bowling Tournament got very good press. The Volunteer Appreciation open house will be held on Saturday, November 8 from 11 AM-2 PM and all board members were invited. On Monday, November 10<sup>th</sup>, Hawkeye Valley Area Agency on Aging (HVAAA) will present a session for seniors on preventing identity theft.
  - C. Referred for Board Action:
    - 1. Reviewed current Holiday Policy. Discussed the issue of being closed on Friday, December 26 if Christmas Day falls on a Thursday; this does not appear to be very customer friendly. Groskurth reviewed the proposed policy change which allows the board to be more flexible each year when approving library closing dates.

MOTION: (Behm, Beed) to approve the Holiday Policy as revised. Passed.

- 2. Reviewed the extension agreement for the shared director position.
- 3. Reviewed the extension agreement for the shared youth librarian position.
- 4. Reviewed the contract and extension agreement for the shared 3<sup>rd</sup> Age coordinator position.

**MOTION**: (Behm, Narigon) to approve all three shared position documents as presented. Passed.

- 8. Committee Reports:
  - A. Friends of the Library: membership renewals for 2009 were mailed; brochures will be distributed to board members at the December meeting if needed.
- B. Finance: Reviewed the proposed changes to the library foundation funds distribution policies. Committee members have concerns with the changes in the most current drafts of these documents in the areas of ownership (decision making body), exclusion of expenditures for salaries, etc. Deaver will meet with city staff to clarify areas of concern. The Finance Committee also reviewed the draft of the FY10 budget requests and will address any questions from board members prior to submitting for approval. Starting in January 2009, the committee will plan to meet on the 2<sup>nd</sup> Wednesday of each month at 4:00 PM in the director's office.
  - C. Personnel: no meeting.
  - D. Library Art Committee: no report.
- 9. Unfinished Business: Beed reported that all pieces have been located in city storage: capitals, base, bench and urns.
- 10. New Business: no report.
- 11: Adjourned by consensus.

Respectfully submitted,

Carol Kayser Secretary Pro-Tem