

**MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
BOARD OF TRUSTEES  
October 1, 2008**

Members present: Beed, Blair-Broeker, Deaver, Gasser, Narigon, Pfalzgraf. Staff: Groskurth, Nangle, Kayser. Guests: Russ Curtis, Judi Cutler, Rosemary Beach.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Blair-Broeker, Pfalzgraf) to approve the agenda as presented. Passed.
3. **MOTION:** (Narigon, Blair-Broeker) to approve the September meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Special Order of Business: Russ Curtis, Cedar Falls Civic Foundation, shared that the requests for use of library foundation funds for the portable computer lab and shelving projects were both approved. Also stated that the foundation did not need to sell assets during the recent slow market. At the last library board meeting, it was noted that the Berg distribution policy needed a correction which was then approved by the foundation board; will e-mail to library board with correction.
6. **MOTION:** (Pfalzgraf, Gasser) to approve the October library bills as presented. Passed.  
**MOTION:** (Gasser, Narigon) to approve the October investment bills as presented. Passed.

Reviewed August expenditure/revenue budget reports.

7. Usage Report: We will be adding Books-on-CD to the CFPL@UNI collection soon. Circulation is higher at this outreach site than circulation from the WPL@HCC outreach collection.
8. Director's Report:
  - A. Informational Update
    1. Reviewed the report of library cardholders covering FY00 through FY08. Currently, 15% of our cardholders are youth (age 0 through 6<sup>th</sup> grade) and 85% are adult (grade 7 and older). Also, 68% of our cardholders are residents of Cedar Falls, 29% are residents of other cities in Iowa (Open Access), and the remaining 3% are Black Hawk County residents and miscellaneous (homebound, teacher units, interlibrary loan, institutions, etc.).
    2. Policy 503: Holidays was reviewed; discussion focused on comment (g) closing on Christmas Day and/or Christmas Eve. Need to review for future years and discuss options. Board requested that Groskurth prepare recommendations for next meeting.
    3. Miscellaneous: Jewel Devin, Reference Librarian, has submitted a notice of retirement effective 12/31/08. At this point, we are considering the option of hiring two part-time librarians and want to be clear that this is not a trend (replacing full-time with part-time positions) but might allow more flexibility in scheduling in this situation.
  - B. Reports from Department Heads
    1. Public Services: no report.
    2. Youth Department:
      - a. Hired a new part-time, special purpose employee, Susie Lund, to start next week.
      - b. Playhouse is nearing completion; kids love it.
      - c. Youth staff provided 3 puppet shows at College Square Mall this summer with over 150 in attendance.
      - d. The Center for Energy & Environmental Education will partner with community organizations, including CFPL, in a community-wide project to get residents to read about environmental issues.
      - e. Pfalzgraf relayed her experiences as a Traveling Tales volunteer.
    3. Tech Systems: no report.
    4. Third Age Project: no report.

- C. Referred for Board Action:
  - 1. FY09 Goals & Objectives were reviewed.

**MOTION:** (Blair-Broeker, Gasser) to approve the FY09 goals as presented. Passed.

- 9. Committee Reports:
  - A. Friends of the Library: no report.
  - B. Finance: As previously stated, the grant requests for the computer lab and shelving needs were approved. City staff met with Finance Committee to review their proposed revisions of the distribution policies for the various library foundation funds. Board members noted that the end-of year 4% calculation, which was the guideline for annual expenditures, was not part of the revised policies. Also expressed concerns about several other changes throughout the document. Finance Committee will review the proposed revisions and bring recommendations back to the library board.
  - C. Personnel: no meeting.
  - D. Library Art Committee: no report.
- 10. Unfinished Business: Beed reported that the mason is still willing to work on this project even though his business was impacted by the June flood. The capitals were under water in City storage area but have been located. Rosemary Beach presented an overview of the historical importance of the various pieces from the original library that will be incorporated into two benches on the library grounds. It was suggested that a plaque with the history be placed nearby.
- 11. New Business: no report.
- 12: **MOTION:** (Pfalzgraf, Narigon) to adjourn. Passed.

Respectfully submitted,

Carol Kayser  
Secretary Pro-Tem