

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
September 3, 2008**

Members present: Behm, Blair-Broeker, Deaver, Gasser, Narigon. Staff: Groskurth, Dargan, Stuenkel, Kayser.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Behm, Gasser) to approve the agenda as amended adding item VII. B. 4. 3rd Age Report. Passed.
3. **MOTION:** (Blair-Broeker, Narigon) to approve the August meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. **MOTION:** (Behm, Narigon) to approve the September library bills as presented. Passed.
MOTION: (Behm, Gasser) to approve the September investment bills as presented. Passed.
6. Usage Report: Reviewed FY08 final statistical report. Groskurth noted that July 2008 (FY09) circulation was the first time we have ever checked out over 30,000 items in one month. Deaver requested a more in-depth/historical overview of the library card report that may show trends in service to the different patron types. Anderson and Kayser will work on this for next month.
7. Director's Report:
 - A. Informational Update
 1. Reviewed the status of the FY08 Goals & Objectives. This and FY08 statistical information will be part of the director's annual report for City Council & the community. The staff will work on finalizing the FY09 Goals & Objectives during our staff in-service on September 12 and will be on next month's agenda for approval.
 2. Levy Fund final FY08 reports were reviewed. Board members were pleased that there was a significant increase in the amount of funds spent for materials and very little carryover.
 3. Building updates:
 - a) Maintenance staff need to review the air filter changing schedule; dirty filters have caused problems and technicians had to be called in.
 - b) The chair rail has been installed in both meeting rooms.
 - c) Youth Department playhouse is a work in progress.
 4. Miscellaneous:
 - a) Groskurth has been contacted by city staff requesting a meeting to discuss the library's foundation funds. Board members noted that donating to the Cedar Falls Civic Foundation funds for use by the library, helps us honor the wishes of our donors through the use of guidelines and distribution policies. These donations are also tax-deductible to the donors and the "neutral party control" enhances future donations by establishing the trust that donations will be used for the library and not property tax relief. It was also noted that there is a limitation by the state on city investments.
 - b) The Green Shirts, a disaster relief organization, will be going door-to-door in the Cedar Valley area to assess those who still may have unmet needs after the flood & tornado. The library conference room will be used to meet with clients and as "office space" during their visit September 22 through October 3.
 - B. Reports from Department Heads
 1. Public Services: no report.
 2. Youth Department: no report.
 3. Tech Systems: no report.
 4. Third Age Project: Stuenkel is organizing a Volunteer Appreciation event on November 8. There will be a program (targeting seniors) sponsored by Hawkeye Valley Area Agency on Aging (HVAAA) in the library on November 10th about identity theft. An additional book discussion group has started at Windgrace. Stuenkel has also been ordering book discussion sets in large print for use at the 6 Cedar Falls and 2 Waterloo sites that have

reading groups. Also working on a homebound program to help seniors with computers and an intergenerational Wii bowling tournament in October.

- C. Referred for Board Action:
 - 1. FY09 Pay Bands were reviewed.

MOTION: (Behm, Narigon) to approve the FY09 library pay bands as presented. Passed.

- 8. Committee Reports:
 - A. Changes to the committees at this time include adding Narigon to the Finance Committee and Roy Behrens will be added to the Library Art Committee.
 - B. Friends of the Library: Blair-Broeker reported that the FOTL discussed special projects plans. Also, reported that the director of the Cedar Valley Arboretum toured the library grounds and helped identify some of the plants; also gave suggestions for landscaping and areas that need more compost, etc. Noted that the library parking lot curb along Main Street will need some more repairs.
 - C. Finance: no meeting but a tentative schedule of meetings for the 3rd Wednesday of the month at 4 PM will be suggested to committee members.
 - D. Personnel: no meeting.
 - E. Library Art Committee: Behm reported that the committee is closer to sharing the URL of options for the first purchase of art for the library building by the FOTL. The committee is also contacting artists about submissions and contracting pieces.
- 9. Unfinished Business: Capitals/benches project is still on hold.
- 10. New Business: no report.
- 11: Meeting adjourned by consensus.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem