

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
February 4, 2009

Members present: Behm, Blair-Broeker, Deaver, Gasser, Narigon, Pfalzgraf, Richardson. Staff: Groskurth, Kabel, Kayser.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Behm, Narigon) to approve the agenda with one modification to Item VII. C. 3. that the Distribution Polices will be a discussion only item. Passed as modified.
3. **MOTION:** (Blair-Broeker, Behm) to approve the January meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
 - A. General Fund & Levy Bills
MOTION: (Pfalzgraf, Behm) to approve the February library bills as presented. Passed.
 - B. Investment fund bills:
MOTION: (Behm, Narigon) to approve the investment fund bills as presented. Passed.
 - C. Reviewed December expenditure/revenue budget reports.
6. Usage Report: reviewed. The State Library did a short survey comparing statistics for Jul-Dec 2007 with Jul-Dec 2008 in the areas of traffic count, check-outs, and computer use across the state. There was an increase in all areas possibly due to the downturn of our economy similar to the nationwide trends.
7. Director's Report:
 - A. Informational Update
 1. The Vogel Library (Wartburg College) has joined the Cedar Valley Library Consortium (CVLC) and will be working on adding their records to the shared database so we will be able to see their holdings and our patrons will be able to check out items since Vogel is a participating Open Access library.
 2. The City Council breakfast will be held on Friday, Feb 13th at 8 AM. The Friends of the Library will provide food and drink. We will feature the new computer lab and playhouse as examples of items funded with non-tax monies. Board members are encouraged to attend.
 3. An annual report was created and will be distributed at the City Council breakfast; copies for board members will be handed out next month.
 4. No official word yet on FY10 library budget requests. Anticipated levy revenue estimated at \$312,000 for FY10. All city departments are encouraged to scale back. The final reading will be at the Feb 23rd City Council meeting. The seven libraries in Black Hawk County submitted an increase for FY10 to bring up the per capita amount for county residents.
 5. Accreditation documents will be ready by the Feb 27 deadline. The rest of the library policies will be reviewed today. May need to address the long range planning process again. We created our vision statement and identified service roles which we used as guidelines for setting our goals.
 6. Introduced Mary Kabel who is replacing Amy Stuenkel as the 3rd Age Coordinator
 7. Miscellaneous:
 - a. The legislation that involved testing books for children for lead content has been delayed for a year.
 - B. Reports from Department Heads
 1. Public Services: no report.
 2. Youth Department: no report.
 3. Technical Systems Administration: no report.
 4. Third Age Project: Mary gave an overview of her recent activates which included meeting with homebound patrons and some of the facilities that use our services.

C. Referred for Board Action:

1. The Cedar Falls Civic Foundation Board has a vacancy and it was suggested that a library board member might be a good fit since we have several funds invested with the foundation.

MOTION: (Behm, Richardson) that the library board submits Sara Narigon as a nominee to fill the vacancy on the Cedar Falls Civic Foundation Board. Passed.

2. Reviewed and discussed suggested changes to library policies #14-26.

MOTION: (Richardson, Behm) to approve suggested changes to library policies #14-26 as presented and discussed. Passed.

3. Reviewed the revised distribution policies for Ray, Berg and Building Funds. Discussed the annual plan mentioned in each of the policies. Plans will be general but some specifics may be identified such as planning for replacement of the self-checks. Clarified that the Investment Fund is for funds that are designated to purchase materials or items as directed by the donor (gifts, memorials, etc.) and that the Library Building Fund (previously referred to as the Library Endowment Fund), the Kathryn Ray Funds and the Berg Funds are perpetual funds for undesignated monies which may be used for facility needs and programming. These policies have been forwarded to the city attorney for review and then the library board will need to approve. Cedar Falls Civic Foundation Board will then need to approve the policies; their next meeting is at the end of April.
4. Reviewed the two library programming grant requests for Ray Funds. A murder mystery performance will target adults (of all ages) and build upon the popularity of the improv troupe, Half-Masted 3.2, by utilizing their members for the cast of characters. An in-depth evaluation document will gather information to help with planning future programs for adults. The second request is for funds for the author-in-residence during the Cedar Valley's Youth Read project. The Guernsey Foundation has previously funded this project, and may do so in the future, but Waterloo and Cedar Falls libraries will split the costs for 2009.

MOTION: (Blair-Broeker, Gasser) to approve the two grant requests as presented. Passed.

5. Friends of the Library funds will be used to purchase wine and non-alcoholic beverages to be served at the murder mystery performance on the evening of February 27. Servers will check IDs prior to serving wine to individuals.

MOTION: (Blair-Broeker, Narigon) to allow wine to be served at the library on February 27, 2009 in compliance with the library policy. Passed.

8. Committee Reports:

- A. Friends of the Library: Blair-Broeker reported that the Friends report revenues at \$7,000 more than anticipated this year. FOTL still considering ways to help support libraries hit with disasters in 2008.
- B. Finance: Deaver reported that the committee met and reviewed distribution policies for Ray, Berg and Library Building Funds. Also reviewed two library programming grant requests for Ray funds which were forwarded for library board approval.
- C. Personnel: Need to start working with Waterloo Library Board on the director evaluation process.
- D. Library Art Committee: Committee met and reviewed the works that will be presented to the FOTL at their next board meeting.

9. Unfinished Business: no report.

10. New Business: no report.

11: Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem