MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
May 6, 2009

Members present: Blair-Broeker, Deaver (late arrival), Gasser, Narigon, Pfalzgraf, Richardson. Staff: Groskurth, Anderson, Kayser.

1. Meeting was called to order by Secretary Pfalzgraf.

2. **MOTION**: (Narigon, Gasser) to approve the agenda as presented. Passed.

3. **MOTION**: (Gasser, Narigon) to approve the April meeting minutes as presented. Passed.

4. Communications from the Officers: none.

5. Bills & Financial Reports:
   A. General Fund & Levy Bills

   MOTION: (Richardson, Gasser) to approve the May library bills as presented. Passed.

   B. Investment fund bills

   MOTION: (Blair-Broeker, Narigon) to approve the investment fund bills as presented. Passed.

   C. Reviewed March expenditure/revenue budget reports. The April reports will have the revised budget amounts as amended.

   MOTION: (Richardson, Gasser) to receive and file March financial reports. Passed.

   [President Deaver joined the meeting at this time and assumed role of presiding officer.]

6. Usage Report: Reviewed and filed.

7. Director's Report:
   A. Informational Update
      1. Reviewed previously distributed projects list; will be updated monthly. Also will have staff review list annually at the in-service in September. Space needs assessment is listed as a high priority; some board members noted that, with staff input, a professional consultant may not be needed. Groskurth will get consultant quotes and review old assessment reports.
      2. Reviewed previously distributed report on the Food For Fines program during National Library Week. We had an increase in donated non-perishable food items over last year and waived about the same amount of fines.
      3. Have had some disappointments with service from 3M who took over support of our circulation/cataloging system from Checkpoint last year. Problems with supply and equipment orders.
      4. Miscellaneous:
         a. Sara Narigon has been appointed to the Cedar Falls Civic Foundation Board.
         b. Reviewed the Murder Mystery final report which includes information from the evaluation form about what types of programming patrons would like to attend at the library and when as well as how they hear about library activities.

   B. Reports from Department Heads
      1. Public Services: Recent adult programming efforts have been very successful; had to use Community Center for one program due to the anticipated size of the crowd. Nancy Price was here for a book signing; Duffy Hudson presented a show as Albert Einstein; plans are in the works for fall programs.

2. Youth Department: Cedar Valley's Youth Read project served over 1400 5th graders and visiting author, Gennifer Choldenko, spoke at a well-attended session for the general public.
3. Technical Systems Administration: no report.
4. Third Age Project: no report.

8. Closed session: Discussed the need for closing meeting to discuss personnel issues since information has not yet been received from the City concerning salary increases. Groskurth reported that Waterloo Public Library Board approved a 3% increase for the director and technical systems librarian.

MOTION: (Blair-Broeker, Gasser) to not go into a closed session to discuss personnel job performances and salaries for shared positions of director, youth librarian, and technical systems librarian. Passed.

9. No need to reconvene; voted not to go into closed session.

10. Referred for Board Action:
    A. FY10 Shared Youth Librarian Salary
    B. FY10 Shared Director Salary
    C. FY10 Shared Technical Systems Librarian Salary

MOTION: to table all action on the FY10 salaries for the shared positions of director, youth librarian, and technical systems librarian until next month. Passed.

D. Reviewed artwork proposals that were presented to the Friends of the Library Board who opted out of purchasing the first artwork for the library. The Finance Committee endorsed using Library Building Funds to purchase our first piece and a grant request will be submitted to the Cedar Falls Civic Foundation Board for final approval once the piece/amount has been approved by Library Trustees. Discussed pieces as presented (slideshow) concerning cost, size, location, etc.

MOTION: (Pfalzgraf, Blair-Broeker) to submit a Library Building Fund grant request to purchase the piece "Between Here & There" by Kim Behm. Passed.

E. Reviewed Kathryn Ray Fund grant request forwarded by the Finance Committee which would supplement funding for youth summer library program allowing them to offer theme-related large group activities. Each Thursday evening of the six-week program a musical group would perform in the library's meeting room; performances would be free and open to the public. Reviewed the updated Ray, Berg, & Building Fund allocated amounts and encumbered (not yet approved) expenditures.

MOTION: (Narigon, Gasser) to submit a Kathryn Ray Fund grant request for the youth summer library program "Music…At The Library" as presented. Passed.

F. Reviewed the revised Financial Management Policy (Building Fund) which is consistent with the policies for the library's Ray & Berg funds. Board members reviewed the purpose of these monies which are to be used for capital projects that benefit the library and its programming (not salaries or regular operating budget items). Noted that the dates are to be used as guidelines for planning and reporting so would not restrict fund use under compelling circumstances (as outlined in the policy). If approved, this document would then be forwarded to the Cedar Falls Civic Foundation Board for final approval.

MOTION: (Pfalzgraf, Narigon) to approve the Financial Management Policy for the Library Building Fund as presented. Passed.

11. Committee Reports:
    A. Friends of the Library: Annual meeting was held on Apr 9; there are 3 new FOTL board members.
    B. Finance: will meet next week.
    C. Personnel: no report.
    D. Library Art Committee: will reconvene to solicit additional proposals with input from board members to seek local artists and works in a variety of formats.

12. Unfinished Business: need to be ready to move on the capital/benches installation soon.

13. New Business: no report.

14: Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem