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

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

- Meeting was called to order by President Deaver.
- 2. **MOTION**: (Behm, Narigon) to approve the agenda as presented. Passed.
- 3. MOTION: (Blair-Broeker, Behm) to approve the October meeting minutes as presented. Passed.
- 4. Communications from the Officers: none.
- 5. Bills & Financial Reports:
 - A. General Fund & Levy Bills

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

- B. Investment fund bills: no bills this month.
- C. Reviewed September expenditure/revenue budget reports.
- 6. Usage Report: there will no longer be a monthly statistic for downloadable video (MyLibraryDV). Did not renew due to mediocre selections and low usage.
- 7. Director's Report:
 - A. Informational Update
 - 1. At the last Finance Committee meeting it was suggested that we need a document that brings all the pieces together in order to help in our Long Range Planning. Also noted that the last Long Range Planning by the library board helped set our three roles: Lifelong Learning, Current Topics & Titles, and Commons Area. We have been identifying roles when planning and updating our projects list. An overall plan would include a vision statement and guidelines to help plan the future of the library and services. It was suggested that we start with a draft with input from staff and then get board and citizen input. Groskurth will start working on this document.
 - 2. Reviewed projects list; minimal updates.
 - Received 21 applications for the Youth Librarian position. Some do not meet the minimum qualifications. The committee will select the applicants to interview and may possibly use on-line interviews for out-of-state candidates.
 - 4. Miscellaneous: There will be an article in tonight's WCF Courier about the increase in use of libraries during tough economic times.
 - B. Informational Reports from Department Heads
 - 1. Public Services: no report.
 - 2. Youth Department: no report.
 - 3. Technical Systems Administration:
 - a. The Governor rescinded the proposed 10% cut in Enrich Iowa Funding (Open Access, Interlibrary Loan, Direct State Aid).
 - b. In the process of setting up proxy service so patrons will be able to access all of our databases from outside the library.
 - c. Working on upgrades to WiFi and server.
 - Third Age: no report.

8. Referred for Board Action:

A. Reviewed & discussed the Financial Plan. This document serves as a guideline for how we plan to spend funds from the Civic Foundation library funds for the upcoming fiscal year. Since we may not have all the details for programming at the time the plan is due, it was suggested we request a lump sum for programming (ex: \$10,000 from Ray Fund for library programming in FY11) and then have the library board approve each individual request as usual.

MOTION: (Behm, Narigon) to approve the Financial Plan as presented. Passed.

B. A program is being planned for November 30, 2009 with Indulgence of Iowa who will present a Wine & Chocolate program sponsored by the Friends of the Library. The board would need to approve serving wine at this event.

MOTION: (Behm, Blair-Broeker) to approve serving wine at the November 30, 2009 program sponsored by the Friends of the Library. Passed.

C. The Book Nook volunteers have requested additional shelving near the entrance which would be a permanent fixture (attached to the wall). Would be purchased with FOTL funds. Will match existing shelving and may be able to use some of the shelving in storage.

MOTION: (Blair-Broeker, Pfalzgraf) to approve the additional shelving in the Book Nook to be purchased by the Friends of the Library. Passed.

9. Committee Reports:

- A. Friends of the Library: Membership renewal reminder. The FOTL have paid for the displays in the Redfern Display Case (1st floor, by entrance). They have proposed a new process for selecting the artist. Annually, will seek proposals; artist will be paid \$1500. A committee, made up of Groskurth, a member of the Art Committee and FOTL board, will review the proposals. FOTL President, Sue Doody, has been experimenting with having the Book Nook open by special appointment for those with disabilities; she is in charge of scheduling these appointments. The FOTL hosted the retirement tea for Paige. The FOTL and Art Committee have been reviewing artwork to be purchased by the FOTL. Will submit final selection for Library Board approval. It was suggested that we should send the FOTL a letter thanking them "for all they do."
- B. Finance: At last meeting, discussed the timing on the approval process for requests to use Ray, Berg, Building funds. Notes from the meeting will be forwarded to all board members. Need agenda items for next week's meeting.
- C. Personnel: no meeting/report.
- D. Library Art Committee: Received FOTL proposals for review.
- 10. Unfinished Business: none.
- 11. New Business: none.
- 12: Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem