

**MINUTES**  
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**  
**BOARD OF TRUSTEES**  
**April 7, 2010**

Members present: Behm, Blair-Broeker, Deaver, Luze, Pfalzgraf, Richardson. Staff: Groskurth, Anderson, Kayser. Guest: Doug Beed.

1. Meeting was called to order by President Deaver.
2. **MOTION:** to approve the agenda as presented. Passed by consensus.
3. **MOTION:** (Luze, Behm) to approve the February meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
  - A. General, Levy, Grant Fund Bills.  
**MOTION:** (Blair-Broeker, Behm) to approve the March and April library bills as presented. Passed.
  - B. Reviewed February expenditure/revenue budget reports.
6. Usage Report: reviewed January and February usage reports.
7. Director's Report:
  - A. Informational Update
    1. Groskurth reminded the board the Election of Officers will be held at the June meeting.
    2. Reviewed the quarterly update of the FY10 Goals.
    3. Reviewed the draft of our Long Range Plan Overview which includes our mission statement, roles, goals, plans for collection development as it pertains to the accreditation process, etc. Board members are encouraged to submit feedback.
    4. The State Library encouraged libraries to provide training for staff on what the Iowa Workforce Development website offers; Kim VanDeest will work with CFPL staff.
    5. Tim Jones presented plans for reallocation of spaces in the library based on staff input. Staff will review the plans and provide additional input, especially in the Teen Area.
    6. Miscellaneous:
      - a. Discussed possibility of bringing in Khaled Hosseini, author of "The Kite Runner," as our next "big name" author and at what point would the cost be prohibitive. Authors of this caliber may require presentation fees of \$40,000. This particular author is popular with discussion groups and many schools use his titles in class discussions. Board members suggested that this has the potential to be a collaborative project with other local organizations and educational institutions and should be explored.
      - b. The bench constructed with the old library capitals has been installed on the State Street side of the library building. The historical plaque still needs to be embedded.
  - B. Informational Reports from Department Heads
    1. Public Services: There were over 100 applicants for the 20 hour/week part-time Library Assistant position; interviewed 11 people and new employee will start next week. Jim O'Loughlin is having author Mildred Armstrong Kalish visit his class at UNI and she has agreed to speak at CFPL on Friday, May 7<sup>th</sup> at 5 PM. Copies of her book "Little Heathens" will be available to purchase courtesy of University Book & Supply for an autograph session. In July, the library will host the Minnesota Crime Wave, a trio of popular crime writers: Carl Brookins, Ellen Hart, and William Kent Krueger. Next week we will have a program called "Songs of the Civil War."
    2. Youth Department: no report.
    3. Technical Systems Administration: no report.
    4. Third Age: no report.
8. Referred for Board Action:
  - A. Reviewed the proposed policy for use of the LCD screen (electronic bulletin board) in the library lobby. It was noted that the policy should read "LCD" rather than "LED" screen.

**MOTION:** (Blair-Broeker, Behm) to approve the LCD screen policy as corrected. Passed.

- B. The Friends of the Library would like to serve wine at their social event to be held prior to their annual meeting on April 8.

**MOTION:** (Luze, Richardson) to approve the Friends of the Library request to serve wine in the library for their annual meeting social event on April 8. Passed.

- C. Reviewed & discussed the amendment to our Circulation policy which addresses checking out laptops to library patrons for in-house use. Patrons must be 7<sup>th</sup> grade or older and have their library card to check out a laptop. The power cord does not check out to the patron. Laptops have GPS software installed for locating any missing equipment.

**MOTION:** (Behm, Pfalzgraf) to approve the Circulating Laptops amendment to the Circulation Policy as presented. Passed.

- D. Black Hawk County supervisors approved an allocation of \$128,000 to be distributed among the seven Black Hawk County libraries in FY11. The per capita amount is rather low compared to other counties similar in size.

**MOTION:** (Luze, Blair-Broeker) to approve the FY11 Black Hawk County Contract for library services as presented. Passed.

- E. Reviewed & discussed the proposed FY11 Financial Plan for the Cedar Falls Civic Foundation Library Funds. This document will be forwarded to the City Council and the Cedar Falls Civic Foundation Board. Noted one clarification in the section on the Long Term Investment (Building) Fund anticipated needs: the Fair Market Value mentioned is actually the average of the FMV on Dec 31 of the previous three years.

**MOTION:** (Behm, Pfalzgraf) to approve the FY11 Financial Plan with the suggested clarification. Passed.

9. Committee Reports:

- A. Friends of the Library: FOTL annual meeting tomorrow at 4:30 PM; social hour at 4:00 PM. The FOTL board will have three new members. President Sue Doody doing outreach to help promote literacy. FOTL approved a donation to provide books to pre-1<sup>st</sup> graders in Cedar Falls. Will host a staff appreciation lunch during National Library Week. FOTL special projects funds were used to purchase the equipment for the circulating laptops.
- B. Finance: did not meet.
- C. Personnel: Blair-Broeker gave an overview of the director evaluation; received high marks and wonderful comments. Explained the process of distributing evaluation forms to WPL and CFPL department heads, office managers, union representative, trustees, and mayors. Mike Gasser volunteered on the committee with WPL & CFPL trustees. Blair-Broeker has the process and procedures documented in a notebook for reference. It was suggested that we should consider having both WPL and CFPL library boards meet once a year.
- D. Library Art Committee: will meet to choose winner of the Redfern Display Case competition; deadline was March 15.

10. Unfinished Business: none.

11. New Business: none.

12: **MOTION:** (Richardson, Pfalzgraf) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem