

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
February 3, 2010

Members present: Blair-Broeker, Deaver, Luze, Narigon, Pfalzgraf, Traw. Staff: Groskurth, Dargan, Anderson, Kayser. Guests: Russ Curtis, Cedar Falls Civic Foundation.

1. Meeting was called to order by President Deaver.
2. **MOTION:** (Blair-Broeker, Pfalzgraf) to approve the agenda as presented. Passed.
3. **MOTION:** (Luze, Narigon) to approve the January meeting minutes as presented. Passed.
4. Communications from the Officers: Deaver suggested that the board start looking at officers, committee assignments, and potential board members since three terms expire at the end of FY10 and the current members may choose to not continue for another term. Since Gasser's resignation, the City Council/Mayor have interviewed Jamie Wilson as a potential trustee to fill the vacancy. Since Beed's resignation, the position of vice chair has remained vacant. Blair-Broeker volunteered to fill in as vice chair pro tem. She also mentioned that it is time for the Personnel Committee to start the process of the director evaluation and it is CFPL's turn to initiate the process. Luze volunteered to serve on this committee and Gasser offered his help as a volunteer on the Personnel Committee for this task.
5. Special Order of Business: Russ Curtis, Cedar Falls Civic Foundation. Reviewed the report distributed. Curtis noted that the market is making a significant recovery and that we should be back to where we were by the end of the year. Reviewed holdings and performances and general discussion about the investment market.
6. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills. Noted that the previous "investment fund" bills will now be included with the library budget bills.
MOTION: (Narigon, Blair-Broeker) to approve the February library bills as presented. Passed.
 - B. Reviewed December expenditure/revenue budget reports. Groskurth noted that the FY11 Levy Budget will be \$322,000.
7. Usage Report: reports will be emailed.
8. Director's Report:
 - A. Informational Update
 1. The appointment of Jamie Wilson to the board of trustees will be on the next City Council agenda. He is a local business owner and he and his family are library users.
 2. Groskurth polled other public libraries and found a variety of committees that library boards have; many seem to depend on the size of the library or community. Board committees have no power or authority for action but provide recommendations; can include non-board members on committees; must post meeting agenda to comply with Open Meetings law; typically appointed by the president; Committee of the Whole may meet as needed.
 3. Reviewed the updated Projects List. The space needs project was finally approved by the Cedar Falls Civic Foundation (CFCF) board; started a collection of Blu-Ray DVDs; the LCD display (electronic bulletin board) has been installed in the lobby. The Friends of the Library (FOTL) Special Projects funds will be used to purchase laptops (netbooks) that will be available to patrons for check out/use while in the building; may need a policy, Groskurth will draft a sample for board discussion.
 - B. Informational Reports from Department Heads
 1. Public Services: January was Genealogy Month at CFPL. We offered workshops and computer classes with great feedback from participants. Upcoming program will feature Bob Welch who performs Civil War songs; sharing costs with Waterloo Public Library (one performance at each library).
 2. Youth Department: Espanol for Families has had good attendance; upcoming program will feature the popular "39 Clues" book/game series.

3. Technical Systems Administration:
 - a. Working on the WiFi printing issue; has been an increase in the number of patrons using own equipment in, and outside, the building.
 - b. WPL/CFPL staff attending the grand opening of Teen Central at the Council Bluffs Public Library; saw many great ideas; Dargan will share a link to board members to pictures taken during the visit.
4. Third Age: no report.

- A. Discussed offering the Food For Fines campaign during National Library Week, April 11-17. We will continue to monitor the impact on overall fine revenue; last year we noticed more "lost" items were paid for since we forgave other fines that may have accumulated. We also increased the amount of non-perishable food donated for the Northeast Iowa Food Bank.

MOTION: (Blair-Broeker, Narigon) to approve Food For Fines during National Library week, April 11-17, 2010. Passed.

- B. Reviewed the request to use Berg Funds to sponsor Young Adult author, Sonya Sones, for a 3-day writing workshop during the summer reading program. The FOTL have also pledged a portion of the funds needed to bring in this popular writer.

MOTION: (Luze, Narigon) to approve the grant request to use Berg Funds to sponsor the Young Adult author, Sonya Sones, for a 3 day writing workshop/presentations during the summer library program. Passed.

- C. Reviewed the request to use Ray Funds to sponsor Cedar Valley's Youth Read author, Wendy Mass, during the last week in April as presented. Waterloo Public Library is funding 50% of the total project budget. Previously we submitted grants to the Guernsey Foundation to help underwrite this annual project but have sought other funding sources for the last two years. Will submit a request to Guernsey for the 2011 CVYR author visit.

MOTION: (Traw, Narigon) to approve the grant request to use Ray Funds to sponsor the 2010 Cedar Valley's Youth Read author, Wendy Mass in April as presented. Passed.

9. Committee Reports:
 - A. Friends of the Library: Friday morning is the City Council Breakfast sponsored by FOTL; annual meeting will be held on April 8; the artwork purchased by FOTL is being framed; reviewed budget and allocated an additional \$19,000 to the library for Special Projects which have been earmarked for the Young Adult summer program author visit, additional Young Adult book discussion sets, and the laptops/cart for public circulation in the library.
 - B. Finance: Reviewed notes from January meeting. Groskurth & Deaver met with city staff prior to the finance meeting to discuss the issue of 50% materials/50% personnel & supplies. This was not part of the resolution language and the staff and board members monitor the levy fund expenditures closely, as does the Levy Oversight Committee to be sure we are true to the intentions and expectations of the community. The line item, Capital Reserve, and any carryover funds have been earmarked for materials expenditures in FY10. City staff conveyed a list of 12 factors that may impact the FY12 city budgets in a negative way. One example is that the property tax revenues will be lower due to the 2008 flood property buyouts.
 - C. Personnel: as previously discussed will begin the director evaluation process.
 - D. Library Art Committee: purchased artwork is being matted and framed and Groskurth will pick them up (Cedar Rapids) when ready; donated pieces are being cleaned, matted, and framed.
10. Unfinished Business: the base for the bench was installed in the fall; bench should be installed this spring.
11. New Business: none.
- 12: Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem