MINUTES CEDAR FALLS PUBLIC LIBRARY (CFPL) BOARD OF TRUSTEES June 2, 2010

Members present: Blair-Broeker, Deaver, Pfalzgraf, Richardson, Traw, Wilson. Staff: Groskurth, Anderson, Stern, Kayser.

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

Noted that the amount of the Petty Cash receipt for replacing the Des Moines Register should be corrected to \$2.00. Also, the funding source for the Dell Marketing invoice for \$5,567.40 should be Grants: Infrastructure Funds rather than CIP. Groskurth reported that we did not receive the anticipated \$6,000 in CIP funds for FY10.

MOTION: (Traw, Wilson) to approve the June library bills as corrected. Passed.

- B. Reviewed April expenditure/revenue budget reports and the updated status reports of library foundation funds (Berg, Ray, Building). A brief description of the intent of each fund is now included on the reports as suggested last month.
- 6. Usage Report: reviewed April usage reports.
- 7. Special Order of Business: Election of Officers

MOTION: (Traw, Richardson) to dispense with the written ballot and nominate the slate of officers as follows: Blair-Broeker, President; Luze, Vice President; Pfalzgraf, Secretary. Passed.

MOTION: (Traw, Richardson) to accept the slate of officers as nominated. Passed.

- 8. Director's Report:
 - A. Informational Update
 - 1. Reviewed the Long Range Plan overview document. This five year plan will eventually include our roles, vision statement, accreditation report, etc. Board members suggested that the plan be reviewed annually and our goals reviewed quarterly. Should include this information in the strategic plan.
 - 2. Staff working to fine tune the space reallocation plan especially in the Teen and AV areas.
 - 3. Groskurth, Anderson and Stern will meet to work on a hiring document and vacation procedures (in-house). The City will be reviewing Exempt positions to determine that all meet the Fair Labor Standards Act criteria. Clarified that Exempt positions are considered salaried and Non-Exempt are considered hourly within the City pay bands.
 - 4. All Staff Meeting Report:
 - a. The annual staff in-service will not be a joint effort with Waterloo Public Library this year. Ideas for presentations include goals/prioritizing, health issues in the workplace (Employee Assistance Program), etc.
 - b. Regular DVDs and Blu-Ray discs are currently being catalogued using the Dewey Decimal System. However, all "fiction" movies are in the same number which makes it difficult to find a specific title in such a large classification. It was suggested that we file TV/movies in alphabetical order by title; non-fiction content would still be catalogued using Dewey numbers in order to keep subjects together on the shelf (excooking, exercise, etc.). We will work on implementing and evaluate this project.
 - 5. Miscellaneous: no report.
 - . Informational Reports from Department Heads
 - 1. The Adult Summer Library Program theme is "The Biggest Reader" and participants are

- encouraged to read the weight of the Black Hawk County Sheriff's canine, Jasper (77.5 pounds). Upcoming programs include: An American Opera: Pet Rescue during Katrina on Jun 29; Minnesota Crime Wave on July 20, and Karen Craft, Animal Shaman on July 27. Will also be working on end of fiscal year circulation statistics, turnover report, etc.
- The Cedar Valley's Youth Read project was a great success again this year; had great feedback from parents and kids. Have plans for 2011 CVYR author visit from Patrick Jennings and Gordon Corman in 2012. The Youth Summer Library Program has a space theme with weekly crafts, experiments, a balloon artist, SpaceLab program, and a visit from IPTV's Dan Wardell.
- 3. Technical Systems: no report; working on replacing public youth computers and upgrading the Pharos system.
- 4. Third Age: no report.

9. Referred for Board Action:

A. Reviewed Policy 506: Vacation. Groskurth explained that the policy was changed in 1993 to provide an accelerated vacation allocation to exempt librarians but it was not included in the blanket approval of the 506: Vacation policy. This revision would put into policy the practices we have been following. Board members noted that the policy is confusing due to the inclusion of information for all city departments. Groskurth will work with city staff on possible revisions to help with consistency.

MOTION: (Blair-Broeker, Traw) to approve the revised 506: Vacation policy as presented. Passed.

MOTION: (Blair-Broeker, Pfalzgraf) to have the vacation policy further reviewed by the Personnel Committee for clarification of language and procedures. Passed.

10. Committee Reports:

- A. Friends of the Library: The Book Nook will have a booth at Sturgis Falls (Sunday); library calendar of events is being posted on the FOTL website; the honorarium FOTL paid to visiting author, Mildred Kalish, was donated back for purchase of large print books. The Special Projects funds were allocated for various library projects.
- B. Finance: no meeting.
- C. Personnel: no meeting.
- D. Library Art Committee: postponed meeting until July.
- 11. Unfinished Business: none.
- 12. New Business: none.
- 13: MOTION: to adjourn. Passed by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem