

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

Members present: Behm, Blair-Broeker, Deaver, Narigon, Pfalzgraf, Richardson, Traw. Staff: McGovern, Anderson, Dargan, Stern.

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION:** (Behm, Narigon) to approve the agenda as presented. Passed.
3. **MOTION:** (Deaver, Narigon) to approve the October meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
  - A. General, Levy, Grant Fund Bills:  
**MOTION:** (Behm, Narigon) to approve the November bills as presented. Passed.
  - B. Reviewed September expenditure/revenue budget reports.
6. Usage report: Reviewed September usage statistics.
7. Director's Report:
  - A. Informational Update
    1. Circulation continues to increase, but could be improved in certain areas. Staff will continue to freshen the collection.
    2. Tim Jones recommends that we hire a furniture consultant to coordinate the furniture purchases for the remodeled Young Adult area. The quote for moving collections and purchasing additional shelving has been received from Jones Library Sales and more quotes will be obtained from vendors. Tim Jones has prepared the construction contracts for City Council's review.
    3. Staff Inservice day on October 22 was well-received. Laughter Yoga and goal-setting sessions were included.
    4. FY11 goals are either accomplished or well under way. One goal of digitizing old Cedar Falls newspapers has not been accomplished and will need to be re-evaluated.
    5. Once the Library Service Areas have been absorbed into the State Library, some services such as the van delivery system and membership in the NEIBORS consortium may not be available.
  - B. Reports from Department Heads
    1. Public Services: Part-time Reference Librarian and part-time Library Assistant have been hired for the Reference Department. Wine and Chocolate Tasting event will be held Nov. 30.
    2. Youth Department: The hiring process for Library Assistants in both the Youth and Young Adult departments is under way. The puppet workshop for children has begun meeting.
    3. Technical Systems Administration: New printers have been installed in the Reference area. The WiFi has been replaced. Public access computers are being refurbished.
8. Referred for Board Action:
  - A. Genealogy Grant Request  
**MOTION:** (Narigon, Behm) to approve the grant request. Passed.

B. Request to hire furniture consultant.

**MOTION**: (Behm, Deaver) to approve. Passed.

C. Extension Agreement: Shared Director. Not yet available from City Hall.

D. Extension Agreement: Third Age Coordinator

**MOTION**: (Deaver, Narigon) to approve. Passed.

E. Contract for Shared Youth Librarian

**MOTION**: (Deaver, Behm) to approve. Passed.

9. Committee Reports:

A. Friends of the Library: October meeting was cancelled. Next meeting will be November 11.

B. Finance: Next meeting will be November 10.

C. Personnel: Will meet November 5.

D. Library Art: No meeting/report

X. Unfinished business: None.

XI. New business: None.

XII. Adjourned by consensus.

Respectfully submitted,

Aleta Anderson, Secretary Pro-Tem