

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
April 6, 2011

Members present: Behm, Blair-Broeker, Deaver, Pfalzgraf, Traw, Wilson. Staff: McGovern, Stern, Kayser.

1. Meeting was called to order by President Blair-Broeker
2. **MOTION:** (Behm, Traw) to approve the agenda as presented. Passed.
3. **MOTION:** (Traw, Wilson) to approve the March meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills: Noted several project-related expenditures from grant funds and for teen area.

MOTION: (Behm, Wilson) to approve the April bills as presented. Passed.
 - B. Reviewed the February expenditure/revenue budget reports, the status of the foundation funds and the grants balance report. Levy revenues are on track with previous years. The General Fund and Levy Part-Time and Full-Time salary line items are off due to staffing changes made after the budget was approved; amendments will reflect a more accurate budget picture. Will need to amend from extra revenues to help cover unanticipated utilities overage. Some projects have been completed and the final amounts are noted on the foundation reports. The budgeted amounts for the grant expenditure/revenue accounts were submitted at a higher amount for FY12.
6. Usage report: Noted increases over last year in traffic and circulation; meeting room use was impacted by inclement weather/multiple cancellations; ICN use is down possibly due to use of webinars, webcasts, and Skyping; State may need to consider expanding use of the infrastructure in place (ICN).
7. Director's Report:
 - A. Informational Update
 1. Audio-Visual materials have been relocated to the 2nd floor; shifting Large Print on 1st floor; more shelving to be installed on the outside of the new Teen Area wall. LCD screens were installed in Teen and Youth areas; furniture ordered for Teen Area. Will host the Dan Buettner sponsor reception in the new teen area on April 7th.
 2. Our DVD/CD collections were previously limited and we imposed a limit of 3 items per library card to give fair access to all. We have increased these collections and are now proposing that we lift the limits on CDs and up the limit on DVDs to 5 per card. Policy update under Referred for Board Action.
 3. Financial/Vision Plan for FY12: reviewed draft; first section remains the same, updated numbers and noted proposed programming projects and amounts for planning purposes (some projects have not yet been requested). This will help the Cedar Falls Civic Foundation with their investment plans. This document is part of a larger plan; more information will be available next month.
 4. Miscellaneous:
 - a. Buettner reception in Teen Area on Thursday from 5-6 PM.
 - b. Friends of the Library annual membership meeting on Saturday at 11:30 AM.
 - c. Received notice that the Mary Beckmann estate has earmarked funds to be directed to the Cedar Falls Civic Foundation to benefit the library. Amount may not be known until this Fall.
 - d. Overdrive/NEIBORS (downloadable e-book, audio books) use has increased. We share titles with a large consortium of libraries and the high-demand/popular titles have long waiting lists. We have investigated creating a consortium of only

Waterloo Public & Cedar Falls Public libraries to increase availability for our patrons.

- B. Reports from Department Heads.
 - 1. Public Services: no report.
 - 2. Youth Department: Will repeat the Legos club sessions in the future; had UNI volunteers from the Circle K Club help with this program and they donated \$100 to the youth department. Planning continues for the Summer Library Programs; Stern will do an interview for Cable Channel 15 with Floyd Winter and a 5th grade teacher about the upcoming Cedar Valley's Youth Read (CVYR) author visit (Patrick Jennings); Young Adult author, David Levithan, visit in early May.
 - 3. Technical Systems Administration: McGovern reported for Dargan that four new (replacement) public internet workstations have been installed; more to follow.
 - 4. Third Age: no report.
- 8. Referred for Board Action:
 - A. Reviewed the revised Circulation Policy which lifts the limit on CDs per library card and changes the limit to 5 per card for DVD check-outs.

MOTION: (Behm, Deaver) to approve the revised Circulation Policy as presented. Passed.

- B. Discussed the current Meeting Room policy and possible modifications to language that will allow commercial groups to use the rooms for educational, training, etc. purposes which do not include direct sales. This type of use could potentially bring in new users and is a great way to market library services. Noted that we will likely encounter "rule-breakers" and they will be notified, which is our current practice. The sale of books at library-sponsored events will be allowed. McGovern will modify the policy language and the revised policy will be on next month's agenda for approval.

- C. Reviewed the FY12 Financial Plan.

MOTION: (Deaver, Behm) to approve the FY12 Financial Plan as submitted. Passed.

- D. Cedar Falls 2020 Plan participation; discussed partnering with the Cedar Falls Tourism to implement our designated task. Will sign and submit forms after board approval.

MOTION: (Behm, Traw) to approve the Cedar Falls Public Library's participation in the Cedar Falls 2020 Plan as presented. Passed.

- 9. Committee Reports:
 - A. Friends of the Library: Next week is the annual membership meeting on Saturday at 11:30 AM; staff will provide salads for the luncheon.
 - B. Finance: no items for the agenda next week; agreed to cancel meeting. McGovern has a scheduling conflict on May 11th; might not need to meet that date either.
 - C. Personnel: Reported that the Director Evaluation process is a good opportunity to work with the Waterloo Library Board; joint committee met and updated the evaluation tool; compiled results with excellent scores and comments/feedback.
 - D. Library Art: no meeting.

- 10. Unfinished business: None.

- 11. New business: None.

- 12. **MOTION:** (Deaver, Behm) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem