

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
August 3, 2011

Members present: Blair-Broeker, Deaver, Luze, Pfalzgraf, Narigon, Richardson. Staff: McGovern, Anderson, Dargan, Stern, Kayser. Guest: Russ Curtis.

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION:** (Deaver, Luze) to approve the agenda as presented. Passed.
3. **MOTION:** (Deaver, Pfalzgraf) to approve the July meeting minutes as presented. Passed.
4. Communications from the Officers: Reminder that the September Board meeting date has been changed to September 14th.
5. Special Order of Business: Russ Curtis, Cedar Falls Civic Foundation. Distributed and reviewed packets containing information about the investment strategies, impact of the debt ceiling crisis, etc. on the Cedar Falls Civic Foundation funds. Russ gave an overview of the three library funds: Building, Berg, and Ray which has a combined Fair Market Value of \$2.75 million as of August 1st. Will submit information to Russ about pending consequential distributions (such as the \$20,000 Berg AV Collection Enhancement expenditures) in the spring or at least 4-6 months prior to the actual expenditure. It was suggested that Russ be invited back for the Board meeting and Finance Committee meeting in February 2012. Once the Fair Market Value for each fund has been determined (on Dec 31) we will be able to plan for the upcoming fiscal year projects/programs. Russ will email a copy of the report so it can be viewed during the board meeting.
6. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills. Reviewed final FY11 bills and August bills. WPL/CFPL consortium subscription for audiobooks (Overdrive) is included in this month's expenditures. Overdrive subscription will allow us to expand into downloadable music, video, etc.
MOTION: (Luze, Narigon) to approve the additional FY11 and August bills as presented. Passed.
 - B. Reviewed the preliminary June expenditure/revenue budget reports, the status of the foundation funds and the grants balance report. Some of the FY11 transfers and the last batch of bills are not included on the preliminary June reports. Will email the correct grant balance report; only showed through May.
7. Usage report: McGovern noted that the 2% decrease in traffic may be attributed to a failing traffic counter; circulation is up 4% from previous fiscal year; meeting room use was down slightly but event attendance was up; 34% increase in computer use (WPL annual computer use is double ours). Will probably average over 30,000 circulations per month in FY12. New library cards issued were slightly less than last year; will be promoting Library Card Sign-Up Month in September with introduction of new key-fob style of library card. Reviewed the Open Access circulation statistics; Waterloo patrons checked out nearly 48,000 items from CFPL and our patrons checked out over 22,000 from WPL. Board members conjectured what attracts Waterloo patrons to CFPL; possibly the variety in our collection, access to the parking/building, current popular materials (AV), etc. The Open Access circulation figure is used to calculate the State funding we will receive from Enrich Iowa.
8. Director's Report:
 - A. Informational Update
 1. Recent Outreach opportunities/presentations include: Kaplan Community Resource day (Anderson, McGovern), Waterloo Exchange Club (Doody, McGovern), and UNI Emeritus (Doody, McGovern).
 2. Reviewed the final status of the FY11 Goals; bringing forward some that were not yet accomplished, others were abandoned (for example, use of smart cards for photocopiers). McGovern noted that when compiling the FY12 Goals & Objectives,

they seemed to fall into one of the five areas that we identified in our Long Range planning as areas that need strengthening: staff skills, collection, programming, services, and technology. The draft of the FY12 goals are organized by Library Role and then by the areas identified in the long range plan; will help us see what areas we may need to focus on in the upcoming fiscal year. Board members inquired about the impact the \$20,000 Berg AV Collection Enhancement funds had on our audio-visual collection; are we getting closer to being on par with our peers? McGovern will have more information after state reports have been filed this fall. Also discussed the collection size maximum capacity, weeding, etc. Noted that the goal of implementing e-commerce is a good fit with our community.

3. The Finance Committee discussed the suggestions from the Art Committee for a piece in the atrium. Finance Committee members felt that the Art Committee needs more direction and guidance from the library board concerning potential budget for artwork. Discussed that the library atrium may not be the best venue for an international or nationally recognized artist (which might increase the cost). Suggested investigating cost of piece at city hall (for possible guideline) and a piece (mobile-style) for sale at Henry W. Myrtle Gallery. The square footage of the atrium may also have an impact on the size/cost of a commissioned piece.
 4. The Lions Club is requesting an exception to our Meeting Room policy; would like to schedule their regular weekly meetings (at noon, on Mondays, catered meal) at the library. Board members discussed and decided to follow our policy of not allowing the library to be used as a group's regular meeting place. McGovern will inform the group.
 5. Miscellaneous:
 - a. Anderson, Dargan, and McGovern met with a representative from the Iowa Workforce Development (IWD) office. With the closing of many IWD offices throughout the state, job-seekers are being directed to public libraries for access to IWD tools. Some libraries will have a dedicated computer workstation installed by the IWD office but CFPL has decided to create links on our 2nd floor public internet workstations to the remote login for IWD portal/access to software and tools.
 - b. Link to the most recent Projects List is on board document webpage.
- B. Reports from Department Heads.
1. Public Services: Continuing to weed the collection; "Lost Towns of Black Hawk County" author visit on the 1st; will promote National Library Card Sign-Up Month in September by offering new key-fob style library cards.
 2. Youth Department: Had 739 registered for the Summer Library Program and gave away 869 books; planning for fall programming.
 3. Technical Systems Administration:
 - a. Attended meetings about Overdrive consortium with WPL; installed a proxy server which will authenticate WPL/CFPL users.
 - b. Have decided not to use the IWD workstation; will use VMware client installed on our public internet workstations for remote login to IWD site.
 - c. One of the METO barcode printers in technical services has failed; 3M (Checkpoint) technician was not able to fix; used a printer we purchased from Iowa City when they migrated to a new system; will keep our old one for parts. The printers and tagging sensor pads that we are using are no longer available new nor are they being supported by 3M. Would like to see how WPL's new system works; may be able to get some outside funding for CFPL's migration to a new system (Black Hawk County Gaming Association, Carver Foundation, etc.).
 4. Third Age: no report.
9. Referred for Board Action:
- A. Reviewed the grant request from Ray Funds for Murder Mystery 4. Encores of successful programming assures good attendance. Some line items were adjusted at the suggestion of the Finance Committee.
 - B. Reviewed the grant request from Berg Funds for a collaborative Harry Potter program with WPL and UNI. This joint effort will be similar to the Hunger Games project held the last two years.
 - C. Reviewed the grant request from Ray Funds for Genealogy Month, January 2012. This will entail a series of classes, movies, and research times. Events have been well attended in previous years. Adjusted some line item amounts at the suggestion of the Finance

Committee.

- D. Reviewed the grant request from Berg Funds to sponsor author, Kent Nerburn, in April 2012. Will partner with AAUW again. Program/book discussions were well attended last year.

MOTION: (Deaver, Pfalzgraf) to approve the grant requests as presented (Items A-D). Passed.

- E. The Murder Mystery 4 will be held on November 4th. The Friends of the Library are purchasing wine to serve with hearty appetizers; non-alcoholic beverages will also be served.
- F. Indulgence will present a Wine & Chocolate tasting on November 29th sponsored by the Friends of the Library. Need permission to serve wine in the library.

MOTION: (Richardson, Luze) to grant permission for wine to be served at the Murder Mystery 4 program and the Wine & Chocolate tasting program. Passed.

- G. Reviewed the FY12 Goals.

MOTION: to approve the FY12 Goals as presented. Passed.

10. Committee Reports:

- A. Friends of the Library: meeting on Thursday.
- B. Finance: July notes are linked to the board documents webpage. No August meeting needed at this time; McGovern will notify committee members.
- C. Personnel: no meeting.
- D. Library Art Committee: no meeting.

11. Unfinished business: None.

12. New business: None.

13. Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem