

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
January 5, 2011**

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

1. Meeting was called to order by President Blair-Broeker. Blair-Broeker distributed Friends of the Cedar Falls Public Library membership brochures and encouraged trustees to join.
2. **MOTION**: (Narigon, Behm) to approve the agenda as presented. Passed.
3. **MOTION**: (Traw, Wilson) to approve the December meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills: noted that we have started expending the AV Collection Enhancement Berg Funds; some invoices are included on this month's list.

MOTION: (Behm, Narigon) to approve the January bills as presented. Passed.
 - B. Reviewed November expenditure/revenue budget reports. It is time for the Finance Committee to start working on an updated Financial Plan. It was suggested that a "Grants Account Balance" report be included with the board packet each month.
6. Usage report: Reviewed November usage statistics. The number of subscribers to the FOTL monthly calendar via "Notify Me" has increased to 99. Discussed the CFPL@UNI collection; have included some AV materials.
7. Director's Report:
 - A. Informational Update
 1. Library remodeling update: Cable Channel 15 filmed the construction work in the Teen Area for a program about citywide projects. The FOTL will contribute \$30,000 toward the project. Still need to determine funding source for furnishings. Only received two shelving bids (will vote on later in meeting).
 2. After polling City Council, City Staff and Library Trustees, Wednesday, February 16 at 8 AM will be our next City Council Breakfast. That is the date that most of the council members would be able to attend. FOTL will provide refreshments and staff will plan presentations.
 3. Reviewed status of FY11 Goals. McGovern highlighted some of the items that have been accomplished; many are still in progress.
 4. Miscellaneous:
 - a. McGovern working on creating a job description for the Library Page position voted on at the last meeting. Will submit to board for approval and then to City Council.
 - B. Reports from Department Heads
 1. Public Services: no report.
 2. Youth Department: Working on expanding programming; added an additional puppet show time and the Lego Club had a great kick off with 75 in attendance. Discussed the Cedar Valley's Youth Read author-in-residence for 2011. Stern noted that we will be applying for Guernsey Foundation funding for the 2012 CVYR author visit.
 3. Technical Systems Administration: Installed a new WiFi system; will add another access point in the circulation area which will be accessible from our parking lot; installed battery back-ups on our self-check stations; planning to upgrade laptops in

computer lab to Windows 7 and Office 2010. Investigating a self-service, stand-alone FAX kiosk for public use; may need a FAX policy.

4. Third Age: no report.

8. Referred for Board Action:

A. Reviewed the Director's Extension Agreement which includes the previously approved 3% salary increase for FY10.

MOTION: (Behm, Traw) to approve the Director's Extension Agreement as presented. Passed.

B. Reviewed the proposed list of library closings for 2011. During the staff in-service it was suggested that the library be closed the Friday after Thanksgiving and all day for Sturgis Falls Saturday. Reviewed the traffic and circulation counts for these particular days since 2004. Board members noted that the Friday after Thanksgiving might draw visitors needing Internet access or a quiet place to work; however, the traffic/circulation counts do not indicate above-average business. Staff scheduled to work that Friday will need to use Floating Holiday or Vacation hours if we are closed.

The statistics do support that the afternoon of Sturgis Falls Saturday the library is just as busy as other Saturdays in June for traffic and circulation. It was also noted that Sturgis Falls is not a holiday observed elsewhere or by other downtown merchants. Board members also discussed the option of including September in the months we are open on Sunday (will discuss at next meeting). Noted that the City will observe the paid holiday at Christmas on Monday, 12/26/11 and New Year's Day on Monday, 1/2/2012.

MOTION: (Deaver, Behm) to approve the Library Closings for 2011 as presented. Passed.

C. Reviewed the two bids received for shelving for the library remodeling project. Some existing shelving will be utilized. The entire remodeling project will cost \$32,000 and the FOTL will fund \$30,000 of that amount. Board members discussed using Library Building Funds to cover the difference in addition to the \$15,000 previously allocated.

MOTION: (Behm, Narigon) to accept the bid from Jones Library Sales for shelving and to approve additional funds to be paid from the Cedar Falls Civic Foundation Library Building Funds to cover project expenditures not covered by FOTL contribution. Passed.

9. Committee Reports:

A. Friends of the Library: did not meet last month; Luze will stand in for Pfalzgraf when she is unable to attend.

B. Finance: meeting next week.

C. Personnel: no meeting.

D. Library Art: no meeting; need to meet to discuss the Redfern Display case proposal process.

X. Unfinished business: None.

XI. New business: None.

XII. **MOTION:** (Behm, Traw) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem