

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
March 2, 2011**

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

1. Meeting was called to order by President Blair-Broeker
2. **MOTION**: (Behm, Traw) to approve the agenda as presented. Passed.
3. **MOTION**: (Behm, Deaver) to approve the January meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills: Since we did not have a quorum for the February meeting it was cancelled. Board members reviewed the February bills via email and agreed to approve at the March meeting. It was noted that the invoice for the replacement of the public Internet workstations is on the March list; this is being paid from state funds (infrastructure) we planned to use for upgrades.

MOTION: (Deaver, Behm) to approve the February bills as presented. Passed.

MOTION: (Behm, Wilson) to approve the March bills as presented. Passed.
 - B. Reviewed December and January expenditure/revenue budget reports, the status of the foundation funds, and the grants balance report.
6. Usage report: Reviewed December and January usage statistics. Also reviewed a ten-year overview of library cardholders by patron type (Adult, Youth, Open Access, Rural, etc.).
7. Director's Report:
 - A. Informational Update
 1. Levy Oversight Committee met in January and did not express any concerns at this time.
 2. McGovern and the Hudson Public Library Director presented a request for increased funding from the Black Hawk County Supervisors. No increase this year; amount will be \$128,000 to be distributed to the seven BHC libraries using a formula based on circulation and materials budget.
 3. Reviewed FY12 financial plan; need input from board and will discuss at next meeting.
 4. Netbooks that check out for use in the library have been catching on with the public; no problems reported yet.
 5. Miscellaneous:
 - a. Good attendance at the City Council breakfast.
 - b. Friends of the Library used the All Iowa Reads selection for a book discussion; 2011 title is "Sing Them Home" by Stephanie Kallos.
 - c. It has been reported that HarperCollins has filed a lawsuit against e-book distributors that sell to libraries which would limit use (check outs) to 26 times/year and are questioning consortium purchases as well. Will continue to monitor this situation.
 - d. Young Adult area remodeling update: large screen tvs not yet installed; furniture has been ordered; glass has been installed; woodworking not yet complete.
 - e. Reiewed the updated Projects List which includes a FY12 brainstorming list. We

plan to partner with UNI & WPL for a Harry Potter program; getting a quote from Overdrive for ebook subscription shared between CFPL & WPL (current subscription shares with hundreds of small libraries); starting a Language Collection which will focus on Spanish materials first and then expand to fit identified community needs.

B. Reports from Department Heads.

1. Public Services: A self-serve FAX kiosk has been installed near Reference Desk. Will have a 3-part scrapbooking class; 3rd part will focus on digital scrapbooks and Eileen Loan from KWWL will present a gardening program on Saturday, March 26 at 10 AM. Continuing to weed non-fiction/reference in anticipation of moving the AV collection to the 2nd floor.
2. Youth Department: Legos club attendance still good; Cedar Valley's Youth Read author will be here at the end of April; plans are being made for the Summer Library Program.
3. Technical Systems Administration: FAX kiosk was easy to set up; WPL may get one based on our experiences. Dargan and two reference librarians will attend LibTech 2011 in St. Paul in mid-March. Received 34 computers for public Internet/staff replacements/upgrades and a new server. Attended a demo fair for RFID held at the Waterloo Library.
4. Third Age: no report.

8. Referred for Board Action:

- A. September Sundays: board agreed there was no reason to be closed on September Sundays (excluding Labor Day weekend).
- B. Staff Use of Electronic Equipment Policy: reviewed; will make current procedures official.
- C. Discussed approval to serve wine at FOTL board meeting: date is April 14.
- D. Reviewed grant request (Building Fund/FOTL) for Young Adult Area Remodeling.
- E. Reviewed grant request (Building Fund) for Young Adult/Youth Audio Visual Equipment.
- F. Reviewed grant request (Building Fund) for Young Adult Area Furnishings.
- G. Discussed continuing the annual Food For Fines campaign during National Library Week; has not negatively impacted fines & fees revenues; each year non-perishable food donations has increased; benefits the Northeast Iowa Food Bank.
- H. Reviewed grant request (Berg Fund) for co-sponsoring author, Dan Buettner. A private sponsor reception will be held here; partnering with UNI, Western Home Communities and University Book and Supply; program endorsed by the Mayor. Public event will be at the UNI Commons.
- I. Reviewed grant request (Ray Fund) for Young Adult author-in-residence: David Levithan. Hope to kick off our new Teen Area and the Summer Program with this visiting author.

MOTION: (Behm, Traw) to approve Items A. through I. on the Board Action agenda. Passed.

- J. Meeting Room policy of only allowing non-commercial, non-profit or community groups to use meeting rooms was questioned. Decision was based on not allowing commercial groups to use rooms for selling; however, some commercial/businesses would like to use our rooms for staff training, planning, and educational meetings. Might need to modify language to indicate "no direct sales" or something similar. Agreed by consensus to table until next meeting.

9. Dave Deaver and Marabeth Soneson, Community Main Street Director, gave an overview of the Cedar Falls Vision 2020 Committee Report. The report is organized by Visions, Aims, Goals & Objectives. The committee felt the library would be a good fit to take the lead responsibility for Aim 4.2, Goal #1, Objective #2: Develop a one source communication conduit for joint marketing of events for residents of all ages. Discussed if this fits our mission, what our role would be, could we partner with the Convention & Visitors Bureau on this task, etc. Will seek staff and board input. Since this wasn't listed as a Board Action item, will put on the April agenda for approval but the board supports participation by consensus.

- 10.. Committee Reports:
- A. Friends of the Library: hosted the City Council breakfast; Behm will attend the FOTL board meeting in Pflazgraf's absence. Scott Cawelti will perform at the FOTL annual meeting on April 9th; salad luncheon for members.
 - B. Finance: meeting next week.
 - C. Personnel: Director evaluation process started; WPL will coordinate this year.
 - D. Library Art: no meeting.
- X. Unfinished business: None.
- XI. New business: None.
- XII. **MOTION**: (Traw, Wilson) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem