

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
May 4, 2011**

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

1. Meeting was called to order by President Blair-Broeker
2. **MOTION:** (Pfalzgraf, Behm) to approve the agenda as presented. Passed.
3. **MOTION:** (Traw, Narigon) to approve the April meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills. Reviewed.

MOTION: (Richardson, Traw) to approve the May bills as presented. Passed.
 - B. Reviewed the March expenditure/revenue budget reports, the status of the foundation funds and the grants balance report. April financial reports will have the Revised Budget amounts as adjusted for amendments. The proposals noted as Requests on the foundation reports have all been approved.
6. Usage report: Computer use may have been impacted by the upgrades recently installed in youth and the 2nd floor public internet workstations. Wireless netbook circulation continues to increase. Suggested modifications to the Library Card report to highlight the number of New Cards issued each month. Will implement with the April report.
7. Director's Report:
 - A. Informational Update
 1. Reviewed a draft of the Long Range Financial Plan. McGovern needs input on format, content, etc. Board members suggested adding information about other revenue sources/monies such as the CF Civic Foundation grant funds, possible matching funds (for individual projects), long-term building maintenance/improvements (furnishings, exterior), contingencies for budget cuts, threats to funding, trends, impact of state/local tax funding, possible personnel uses of funding to supplement staff costs, impact of technology on funding, etc. This document helps bring all the pieces of the puzzle together in one document that will help answer questions about planned expenditures (short and long term), helps identify our needs (goals), and shows we are addressing our mission, roles & goals in our financial planning.
 2. We received information that Mary Beckman directed a portion of her estate to the Cedar Falls Civic Foundation to benefit the Cedar Falls Public Library and set up an endowment; estimated around \$45,000. Will need a policy and guidelines for spending when the funds are received.
 3. Reviewed the status of the FY11 goals. Most goals have been accomplished; newspaper digitization may carry over into FY12. McGovern will get staff input to start the FY12 goal setting process.
 4. Miscellaneous:
 - a. The Buettner reception and presentation were well received.
 - b. Duffy Hudson gave a presentation in character as Edgar Allan Poe, sponsored by the FOTL.
 - c. Reviewed the National Library Week Food for Fines report; received 919 pounds of non-perishable food/items, in lieu of late fees, to benefit the Northeast Iowa Food

Bank.

d. Reviewed projects list; will need to start working on FY12 projects list.

B. Reports from Department Heads.

1. Public Services: Continuing to weed/shift collections; City Carton will recycle withdrawn books; will host a Mark Twain impersonator in June; Adult Summer Library Program will have a cooking theme.
2. Youth Department: Cedar Valley's Youth Read (CVYR) author visit was very successful with good feedback from 5th graders and schools; Young Adult author, David Levithan, is here this week working with teens; Youth Summer Library Program theme is "One World, Many Stories" and will have an international flair each week; will help at the Farmer's Market on June 4th in the guest booth.
3. Technical Systems Administration: all 2nd floor public internet workstations have been upgraded.
4. Third Age: no report.

8. Referred for Board Action:

- A. Reviewed the revised Meeting Room policy. Language modified to allow commercial groups to use our meeting facilities for educational (no direct sales) purposes; expands our audience. Teens will soon have a space for their programs which will help with scheduling conflicts for library/public use.

MOTION: (Luze, Pfalzgraf) to approve the revised Meeting Room Policy as presented. Passed.

9. Committee Reports:

- A. Friends of the Library: Annual membership meeting was held on a Saturday and had good attendance.
- B. Finance: no items for the agenda next week; agreed to cancel meeting.
- C. Personnel: no meeting.
- D. Library Art: meeting scheduled for next Friday.

10. Unfinished business: None.

11. New business: None.

12. Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem