

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

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

1. Meeting was called to order by President Blair-Broeker. McGovern distributed volunteer appreciation gifts to board members that were unable to attend the appreciation luncheon on October 1<sup>st</sup>.
2. **MOTION:** (Deaver, Narigon) to approve the agenda as presented. Passed.
3. **MOTION:** (Traw, Pfalzgraf) to approve the September meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
  - A. General, Levy, Grant Fund Bills. Reviewed October bills; noted that the price of the proprietary RFID tags we currently use has skyrocketed to \$.89 each. A new system, with generic RFID tags, would knock the price back to around \$.18 each. Trial subscription to Freegal, a downloadable music service, included on this list; will start in January. Noted expenditures for continuing education for staff attending Iowa Library Association Annual Conference and the annual Minnesota Innovative Users Group; plans in March for Stern to attend annual Public Library Association conference (will share costs with Waterloo Public Library).  
  
**MOTION:** (Deaver, Richardson) to approve the October library bills as presented. Passed.
  - B. Reviewed the August financial reports.
6. Usage report: A quick look at circulation for July-September shows an increase of 9% over last year, same quarter. McGovern did an historical overview of daily traffic count and did find a decline in traffic. We have made arrangements to borrow a second traffic counter from the State Library and will compare both readings for at least one month. Corrected July program and attendance numbers are reflected on this month's report. Discussed some comparisons with Waterloo Public Library annual stats; WPL has more (and longer) computer sessions than CFPL; also has more WiFi connections/sessions.
7. Director's Report:
  - A. Informational Update
    1. Staff members were excited about the in-service trip to the State Historical Society, the State Library and the main Des Moines Public Library facility. Found many new resources and gained a better understanding of what the State Library does/has available.
    2. Reviewed the FY09-FY11 Circulation & Collection Turnover report. Still need to get our bottom line (turnover) number up; the increase in AV materials in FY11 didn't really kick in until near the end of the fiscal year so next year should show a significant increase in collection size, circulation and turnover rate. We will also allocate about \$45,000 from the levy carry over funds toward materials this year and we will have downloadable ebooks and music to add to the totals.
    3. The Cedar Falls Civic Foundation is having a 35<sup>th</sup> anniversary celebration on Oct 20 from 5-7 PM at the Community Center; the first Peter Melendy awards will be presented.
  - B. Reports from Department Heads.
    1. Public Services: Scott Cawelti will give a presentation on Oct 27, hosted at the Community Center due to the anticipated attendance; Tom Connors will give a lecture on Oct 26 and Murder Mystery 4 is scheduled for November 4<sup>th</sup>.
    2. Youth Department: Fall programs are in full swing; puppets, Legos (trying a variety of

dates/times), Scary Storytime, etc. A joint Harry Potter program kicks off Oct 22<sup>nd</sup> with a Quidditch Match demonstration by UNI students and a TriWizard Tournament; other activities include a Horcrux Hunt, Diagon Alley, Hogwarts Academy, and a traveling exhibit that will be set up at each location: UNI, WPL, CFPL during the loan period. Kids may also enter a contest to redesign the cover of a Harry Potter book.

3. Technical Systems Administration: Plan to replace all the OPACs in the next month; the Overdrive Consortium (CFPL/WPL) should launch soon; the Ezproxy server will allow us to offer access to patrons for some of our products that previously were only available from within the library. Plan to install an additional Wireless Access Point in tech services area to better serve the parking lot connections.
  4. Third Age: no report.
8. Referred for Board Action:
- A. FY12 Shared Youth Librarian Extension Agreement
  - B. FY12 Shared 3<sup>rd</sup> Age Coordinator Extension Agreement

Neither document was received from city staff prior to the board meeting; will put on agenda for next month.

9. Committee Reports:
- A. Friends of the Library: NU High school students adopted the Friends of the Library (FOTL) as a community project; will present public relations ideas to the FOTL board at their next meeting (the press will be invited); new membership brochures were mailed; held a staff appreciation salad luncheon in late September.
  - B. Finance: plan to meet on Wednesday, Oct 12<sup>th</sup>.
  - C. Personnel: no meeting.
  - D. Library Art Committee: no meeting.
10. Unfinished business: None.
11. New business: None.
12. Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem