MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
April 12, 2012

Members present: Behm, Blair-Broeker, Deaver, Richardson, Wilson. Staff: McGovern, Dargan, Stern, Kayser. Guests: Nancy Miller, Morgan Lasley.

1. Meeting was called to order by President Blair-Broeker.

2. **MOTION**: (Deaver, Behm) to approve the agenda as presented. Passed.

3. **MOTION**: (Wilson, Richardson) to approve the March meeting minutes as presented. Passed.

4. Communications from the Officers: none.

5. Special Order of Business: Nancy Miller & Morgan Lasley introduced themselves to the Library Board. Lasley presented a short slideshow containing information about internet filtering software. Discussed costs for licenses, features for blocking & overriding websites, etc. The board directed library staff to investigate filtering software options, costs, effectiveness, impact on system performance, compatibility with current library security software, etc. and to report back at the next board meeting.

6. Bills & Financial Reports:
   A. General, Levy, Grant Fund Bills. Reviewed April bills.

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

   B. Reviewed the February financial reports. Noted the lump sum adjustments to the new accounts; some corrections still need to be made; March reports will reflect corrections but will not yet have revised budgeted amounts for amendments.

7. Usage report: Reviewed February stats.

8. Director's Report:
   A. Informational Update
      1. McGovern gave an overview of the status of the 3rd quarter FY12 Goals report. At the suggestion of board members, updated information will be highlighted on future reports.
      2. McGovern met with Tim Jones, Struxture Architects, to review the Youth Department floor plans for possible rearrangement of the public service desk and public computers for easier monitoring. One plan would involve removing the carpet and digging up parts of the concrete floor for additional electrical conduits. Plan options will be available for viewing at the next board meeting.
      3. William Jochumsen was a dedicated volunteer throughout the community; the Cedar Falls Civic Foundation received $1,000 from his estate for the benefit of the Cedar Falls Public Library.
      4. McGovern participated in an outreach program at the Black Hawk County Jail; talked about resources available to help with life skills and job searching.
      5. Julie Tilton has accepted the vacant position of Part-Time Reference Librarian; Anderson and McGovern are reviewing applications for the now vacant Part-Time Library Assistant (Reference) position.
      6. Miscellaneous: Reviewed Project List; the funding request for additional AV materials has been delayed until FY13; amended the Levy Carryover Funds in FY12.
   B. Reports from Department Heads.
      1. Public Services: McGovern reported for Anderson about upcoming programs: Author, Kent Nerburn; Craig Johnson will present at STEMS program; library participating during Money Smart Week; National Library Week (Food for Fines) next week; good attendance at the City Council Breakfast/Tour on the 30th.
      2. Youth Department: Now have a train table and Lego tables in the youth department; funded by Friends of the Library; over 400 attended the Puppet Show @ UNI; Gordon Korman will be here the last week in April for Cedar Valley's Youth Read.

3. Technical Systems Administration: Modified setup for the Electronic Bulletin Board for easier access by staff for updating information; should have wireless printing available by next meeting; will require staff involvement in releasing print jobs/collecting fees.
4. Third Age: no report.

9. Referred for Board Action:
   A. Reviewed a copy of the FY13 Black Hawk County contract for library services; CFPL will receive about $900 less than last year.

MOTION: (Deaver, Behm) to approve the FY13 Black Hawk County Contract as presented. Passed.

   B. Reviewed the Summer Library Program (Berg Funds) grant request forwarded by the Finance Committee. The majority of the funding request is to underwrite salaries for two part-time interns at 32 hours a week for 13 weeks. Also, will fund several special performances for the Youth & Adult Summer Programs not covered by Friends of the Library budgets.

   C. Reviewed the Circulating Ereader (Ray Funds) grant request forwarded by the Finance Committee. The ereaders will be preloaded with titles purchased by the library; patrons will not be able to download to the readers. This will be very popular with 3rd Age book discussion groups; font size is easily adjusted. Also, Large Print copies are typically out of print when a title becomes a popular book discussion selection.

MOTION: (Behm, Wilson) to approve the grant applications for Summer Library Programs (Berg) and Circulating Ereaders (Ray) as presented. Passed.

   D. Reviewed the updated Circulation Policy; includes circulation limits for the new Video Games collection.

MOTION: (Behm, Deaver) to approve the revised Circulation Policy as presented. Passed.

   E. Reviewed the proposed FY12 General Fund & Levy Fund budget amendments. Amended the Levy Carry Over funds to offset overages for materials; overexpended line items offset by underspent line items.

MOTION: (Behm, Richardson) to approve the proposed FY12 amendments as presented. Passed.

   F. Reviewed updated Personnel Polices: 503, 702, 704, 801 & 807 recently amended by City Council.

MOTION: (Richardson, Wilson) to approve Personnel Polices: 503, 702, 704, 801 & 807 as amended. Passed.

10. Committee Reports:
   A. Friends of the Library: Annual meeting will be on Saturday, April 21st; invitations will be mailed to all members; may also sign up for membership at the luncheon. Half-Masted will provide entertainment at the event.
   B. Finance: March notes posted; will not meet in April. Need to review procedure in bylaws for appointing a board representative to the Cedar Falls Civic Foundation board.
   C. Personnel: Reminder to return Director Evaluation forms to Blair-Broeker by April 5th.
   D. Library Art Committee: meeting either Monday or Wednesday next week.

11. Unfinished business: None.
12. New business: None.
13. Adjourned by consensus.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem