

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
August 1, 2012

Members present: Bash, Behm, Blair-Broeker, Brindle, Deaver, Pfalzgraf, Richardson. Staff: McGovern, Anderson, Dargan, Stern, Kayser. Guest: Mark Ripplinger.

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION:** (Behm, Richardson) to approve the agenda as presented. Passed.
3. **MOTION:** (Behm, Richardson) to approve the July meeting minutes as presented. Passed.
4. Communications from the Officers: Introduced new library trustees.
 - A. Committee Assignments: Reviewed the various committee roles, meeting dates/times, etc. Brindle volunteered to serve on the Art Committee; Bash volunteered to serve on the Finance Committee; Blair-Broeker will check with Narigon and Traw about continuing with current committee assignments.
5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills. Reviewed final FY12 bills and August library bills.
MOTION: (Behm, Pfalzgraf) to approve the final FY12 and August library bills as presented. Passed.
 - B. Reviewed the Preliminary June financial reports; final FY12 bills and transfers for Computer Services will appear on final June financial reports. Finance Committee will review the current reports format and give feedback for possible revisions. Reviewed Foundation Funds report.
6. Usage report: Reviewed June, FY12 & FY11 comparison stats. Customer count was lower than last year due to the faulty traffic counter; most other stats are up over FY11.
7. Director's Report:
 - A. Informational Update
 1. Building updates:
 - a. The rearrangement of the Youth Service desk and public internet workstations is complete; all youth internet monitors can be monitored from the staff desk; created some open floor space. Public Works employees helped move the furniture.
 - b. Custodians completed cleaning of carpet in heavy traffic areas. Plans are being made to fix the wood in the atrium area and clean up/paint the handrails in the stairwell.
 - c. City attorney's opinion is that, unless the donor requests a change, signage for named areas should not be removed or modified.
 - d. The Friends of the Library will underwrite the installation of the 2nd handicap door; bids completed.
 2. The staff in-service is planned for Friday, September 14. Plans are to visit the Marion Public Library (about our size but with more circulation), North Liberty Public Library (no longer uses Dewey Decimal System), and the Iowa City Public Library (known for creative, innovative library services & programs). McGovern explored several options for transportation and has determined a bus rental would be the most efficient method to transport up to 30 staff members (and any board members that would like to attend).
 3. Peer Comparisons. Reviewed various FY11 statistics for public libraries with population size similar to Cedar Falls. Increasing audio-visual collection/circulation will continue to be a high priority.
 4. Miscellaneous: McGovern will be on vacation August 7-23; will check email and phone messages.
 - B. Reports from Department Heads.
 1. Public Services: no report.
 2. Youth Department: 924 registered for the Youth Summer Program (birth through 6th grade);

awarded over 1,100 paperbacks and 2,500+ crafts were completed; great event attendance. No storytimes, puppet shows, etc. in August; will resume in September. Part-Time Library Assistant position has been offered to a qualified candidate.

3. Technical Systems Administration: continuing to work on the RFID conversion project.
4. Third Age: will ask Mary Kabel to present an end of the year report.

8. Referred for Board Action:

- A. Reviewed the revised Circulation Policy; includes criteria for circulation of e-readers. The e-reader project will be funded with foundation funds; plan to purchase 18 Nooks and will load titles by genre (start with 6 titles per device); no youth titles at this time; will be able to offer some titles that are not available to download from NEIBORS or WCF Overdrive services.

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

- B. Request to be closed on Friday, September 14 for a staff in-service day.

MOTION: (Deaver, Richardson) to approve closing the library on September 14, 2012 for a staff in-service day. Passed.

- C. At a staff meeting, it was noted that on Fridays, between 4-5 PM, there is often a rush of business making it difficult to close at 5 PM. It was suggested that we might adjust closing time to 6 PM to allow for the last minute traffic. McGovern reviewed patron checkouts for various months and found that 4-5 PM is often the busiest time on Fridays. No additional staff time would be needed; part-time schedules could be adjusted to help cover 5-6 PM and full-time schedules could be modified from 8 AM to 5 PM to 9 AM to 6 PM as needed.

MOTION: (Deaver, Behm) to close at 6 PM on Fridays effective September 2012. Passed.

9. Committee Reports:

- A. Friends of the Library: no report.
- B. Finance: no report; will meet in September.
- C. Personnel: no report.
- D. Library Art Committee: email discussions; RFP for art in the atrium is in the works.

10. Unfinished business: None.

11. New business: None.

12. **MOTION:** (Richardson, Bash) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem