

**MINUTES**  
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**  
**BOARD OF TRUSTEES**  
**January 4, 2012**

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

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION:** (Behm, Narigon) to approve the agenda as presented. Passed.
3. **MOTION:** (Behm, Deaver) to approve the November meeting minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
  - A. General, Levy, Grant Fund Bills. Reviewed December and January bills. Since the December board meeting was cancelled; board members reviewed the December bills and emailed intent to approve at the January meeting so December payments could be processed in a timely manner.  
  
**MOTION:** (Deaver, Narigon) to approve the December and January library bills as presented. Passed.
  - B. Reviewed the October and November financial reports. Corrections to the personnel line items (general fund/levy split) may not be reflected on the November reports; reviewed revised grant account expenditure/revenue summary; will ask Russ Curtis to attend the February meeting to give an update on the library's foundation funds and anticipated allocations for 2013.
6. Usage report: Reviewed October & November stats; noted that in FY12 circulation per month was over 30,000 items except for September.
7. Director's Report:
  - A. Informational Update
    1. Reviewed the ten year statistical trends document; will update when the State Library has posted stats collected by peer libraries from FY11; will consider adding computer usage to the report. Noted that we are continuing to work to increase our turnover rate; new state standards indicate the rate for a library of our size should be between 6-10; weeding, adding new/popular formats, etc. will help boost the turnover rate.
    2. Reviewed annual report on library cards which gave a ten year overview of cardholders by patron type (city, rural, open access, etc.) and age (adult/youth). Noted that about 3% of our cardholders are Open Access.
    3. Reviewed the quarterly update of FY12 goals.
    4. To address some questions that were raised during the Cedar Falls Civic Foundation Distribution Committee library fund grant application review process, library board members agreed that some clarification would be helpful about regular vs. special program expenses. It was suggested that the foundation board and library board should meet to discuss this issue. Also need to discuss the issue of assessing each foundation account for events sponsored by the foundation; questioned if this would violate donor intent. Foundation board could possibly seek sponsors for these types of events.
    5. City staff will start scanning documents for various city board meetings for easier searching and retrieval; library board members agreed that it would be appropriate to scan library board agendas and minutes.
    6. Staff & Building Updates:
      - a. Michael Welch has been hired as our new part-time Young Adult Librarian.
      - b. Will start process to replace part-time Young Adult Library Assistant.
      - c. Received \$30,000 estimate for painting walls throughout the library; will include

- in long range financial planning documents.
        - d. The youth department won an award for Best Use of Light during the Holiday Hoopla window decorating contest.
  - 7. Miscellaneous:
    - a. The library received \$15,000 from the Max & Helen Guernsey Foundation for the 2012 Cedar Valley's Youth Read project.
    - b. Still no word on the extension agreements for the Youth Librarian and Third Age Coordinator.
    - c. Budget requests will go before the council in February.
    - d. Reviewed updated Project List.
- B. Reports from Department Heads.
  - 1. Public Services: Hired a new part-time library assistant; the adult winter craft classes are extremely popular; January is Genealogy Month at CFPL with many presentations, computer classes, and exhibits.
  - 2. Youth Department: 130 attended the Harry Potter Diagon Alley event held on Friday evening, December 16. The Playhouse remodeling is complete; working on an Artwork by Kids project. Cedar Valley's Youth Read author for 2012 will be Gordon Korman; will feature his book "Swindle" and the FOTL will provide a copy of the book for all 5<sup>th</sup> graders in Cedar Falls.
  - 3. Technical Systems Administration: no report.
  - 4. Third Age: no report.
- 8. Referred for Board Action:
  - A. Revised Circulation Policy reviewed; suggested removing the word "all" from the final paragraph in addition to presented changes.

**MOTION:** (Deaver, Behm) to approve the revised Circulation Policy as presented with additional correction as noted. Passed.
  - B. Reviewed the proposed 2012 library closings; discussed traffic during Sturgis Falls, no complaints from patrons about being closed the Friday after Thanksgiving.

**MOTION:** (Luze, Behm) to approve the 2012 library closings as presented. Passed.
- 9. Committee Reports:
  - A. Friends of the Library: Narigon and Traw volunteered to fill in as Board Liaison at the January and February FOTL board meetings; Pfalzgraf unavailable.
  - B. Finance: Will meet next Wednesday to review foundation fund requests; Deaver requested sample thank you letters to donors be provided for review at next week's meeting.
  - 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