

**MINUTES**  
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**  
**BOARD OF TRUSTEES**  
**November 7, 2012**

Members present: Blair-Broeker, Brindle, Deaver, Narigon, Pfalzgraf, Richardson. Staff: McGovern, Stern, Kabel, Kayser. Guest: Mark Ripplinger.

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION**: (Deaver, Brindle) to approve the November agenda as presented. Passed.
3. **MOTION**: (Deaver, Narigon) to approve the October minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
  - A. General, Levy, Grant Fund Bills. Reviewed November bills; includes annual maintenance for OPAC and firewall security.  
  
**MOTION**: (Deaver, Narigon) to approve the November library bills as of 11/12/12 as presented. Passed.  
  
**MOTION**: (Deaver, Narigon) to approve the additional November library bills as presented. Passed.
  - B. Reviewed September General Fund, Grant, and Levy expenditure and revenue reports. Reviewed updated foundation reports; four projects have been completed; actual amounts expended have been entered.
6. Usage report: Reviewed September statistics. Also reviewed the FY10-FY12 Collection and Circulation Turnover Report. Noted that the overall turnover rate for FY12 is slightly less than 3; would like to reach State standard of 5 for a library of our size. Our circulation per capita is slightly less than our peers; wondered if it might be impacted by the University of Northern Iowa (UNI) student population. The increase in print turnover rates was helped by our Express, New, and Graphic Novel collections. Additional Berg Fund purchases in the music CD and DVD collections helped increase the Audio-Visual collection turnover rate.
7. Director's Report:
  - A. Informational Update
    1. Cedar Falls 2020 Plan library role included creating a communication conduit; discovered that Cedar Falls Tourism currently does this; if not needed, could eliminate the \$5,000 from Ray Funds earmarked for this project
    2. RFID committee members reviewed the four proposals; may have a recommendation for next month's board meeting. Noted that the city purchasing practices offer the option to choose the "lowest and best bid." Waterloo Public Library has a system in place from one of the proposed vendors; having some issues and would like to evaluate service call responses from them. Some committee members will travel to Sioux City to view another system in place; one vendor brought in demo equipment. Still questions about need to deactivate current tags; may have to handle items two times. Retagging the entire collection could be outsourced or done in-house; may need to close the library for one week.
    3. Review of Library Policies. Will need to review all library policies for upcoming accreditation renewal; staff members have made some suggestions for board to consider:
      - Change the display time to 2 months (from 3 months) for the Community National Bank Display Case (2<sup>nd</sup> floor)
      - Move the historical library display in the Union Planters Bank case by the elevator (1<sup>st</sup> floor) to another spot in the library; use for library and/or community group exhibits.
      - Consider changing the magazine circulation period from 3 weeks to 2 weeks.

- Need policy/procedures for staff to follow if the security gates go off as a patron leaves the building.
  - Revise the Safe Child policy to include language that caregivers need to be in direct visual contact with kids they are supervising (age 10 and under).
  - Expand the “no solicitation” policy to preclude posting ads (commercial or personal gain) on our literature racks and possibly set guidelines for what we will post on our entryway bulletin boards.
  - Need to set a time frame for purging patron records that are expired but still have fines attached; we pay maintenance fees on the records in the circulation system.
  - Resurrect the study room policy; we do not schedule the use of the three study rooms and the library/staff are not responsible for items left in the rooms.
4. Miscellaneous: Reviewed updated Projects List; changes highlighted in yellow. McGovern noted that the CF Civic Foundation approved the latest batch of project funding requests.
- B. Reports from Department Heads.
1. Public Services: Michael Fitzsimmons’ Drum Program was well received; Cedar Valley Ghosthunters program is tonight; other programs in the works.
  2. Youth Department: Charlene Waller will be retiring at the end of the year and Dan Bye has been offered this full-time position effective 12/23/12. Will post his position internally; 32 hour per week, permanent part-time library assistant. Puppet Shows continue to have great attendance and the date/time change for one storytime is starting to draw more attendees. Planning for a LegoPalooza event; will seek funds from the FOTL for part of the interactive Tractor piece from the Burgeon Company. Ripplinger noted that there is a Baby Playtime at the Rec Center and the library might consider partnering on some youth programming.
  3. Technical Systems Administration: no report.
  4. Third Age: Mary Kabel presented an overview of the Third Age Project; will email copies of the report to board members. Discussed ways to better market this project and services; possibly expand information that is available on our website.
8. Referred for Board Action: no action items.
9. Committee Reports:
- A. Friends of the Library: meet Thursday; noted that the Cornerstone and Founding Friends plaques are now on display in the Conference Room. Also, the Book Nook has a decorative work on display; purchased with FOTL funds.
  - B. Finance: will send out alternate date options to committee members; need to meet to review financial plan and funding requests.
  - C. Personnel: no report.
  - D. Library Art Committee: no report.
10. Unfinished business: None.
11. New business: None.
12. **MOTION:** (Deaver, Pfalzgraf) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem