

**MINUTES  
CEDAR FALLS PUBLIC LIBRARY (CFPL)  
BOARD OF TRUSTEES  
September 5, 2012**

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

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION:** (Richardson, Narigon) to approve the agenda as presented. Passed.
3. **MOTION:** (Behm, Traw) to approve the August meeting minutes as presented. Passed.
4. Communications from the Officers:
  - A. Committee Assignments: Reviewed and confirmed committee assignments.
5. Bills & Financial Reports:
  - A. General, Levy, Grant Fund Bills. Reviewed September bills.  
**MOTION:** (Richardson, Deaver) to approve the September library bills as presented. Passed.
  - B. Reviewed the Final FY12 financial reports; large general fund balance due to budgeted but unspent amounts in the 89-33: Friends of the Library and 89-34: Cedar Falls Civic Foundation Funds line items. Foundation funds reports updated with planned requests for 2013 (noted as "PLAN" on each fund report). There will be quite a few requests for funding for the Finance Committee to review at their meeting next week.
6. Usage report: Reviewed July statistics; first time circulation was over 40,000 items in one month. Will have historical overview of library cardholders for next month.
7. Director's Report:
  - A. Informational Update
    1. Reviewed proposed FY13 Goals & Activities. Will implement a satellite collection at the Black Hawk County Jail; items will be donations and will not be cataloged; we will not be able to get any statistics on use. The RFID project, accreditation renewal process, review of all library policies, identifying collection areas that need weeding and/or updating are all part the upcoming plans for FY13.
    2. Numbers updated in the Long Range plan; financial part of report not yet updated.
    3. Judi Cutler has turned in her resignation from her part-time position at the Community Center. There is a part-time Hawkeye Valley Area Agency on Aging (HVAAA) person but city staff will help out with scheduling the space; opening/closing for groups using the facility, etc. for the short term solution. The library will help out if needed. Cutler's resignation will also impact the process for Cedar Falls Civic Foundation library fund payments.
    4. Miscellaneous:
      - a. The Mayor inquired about the naming plaque on the Conference Room; informed him of the City Attorney's opinion.
      - b. The patron that submitted the request for reconsideration of library policies concerning internet access was pleased with the rearrangement of the youth public internet workstations.
      - c. McGovern received a complaint about the disposal of withdrawn library books; the Book Nook has a written procedure they follow for determining acceptable donations; they also maintain a contact list of organizations that may want used materials.
      - d. The Projects List has been updated for FY13; need to review and discuss before including details.
  - B. Reports from Department Heads.
    1. Public Services: continuing to weed the non-fiction; making plans for RFID project since all current RFID tags will need to be disabled on every item; still dealing with self-check/security gates issues, upcoming programs; US Military Patches, Memoir Workshops.
    2. Youth Department: no report; McGovern did note that Charlene Waller, our full-time library

assistant in the youth department, will be retiring at the end of 2012; will maintain this position and replace with a full-time library assistant.

3. Technical Systems Administration: WiFi has been installed near the front of the building for access from our parking lot; experimenting with RFID tags to see if we will really need to disable all current tags in items; will add iTunes to public internet workstations which allows distribution of all types of documents, not just music. Updated our anti-virus software and will test an alternative public workstation/print management system; currently using Pharos, will test LibData.
  4. Third Age: no report.
8. Referred for Board Action:
- A. McGovern received four bids for our RFID conversion project; opened proposals from Demco, EnvisionWare, 3M, and BiblioTheca. Discussed funding options, automated materials handlers (AMHs), security gates, etc. Board received and filed the bids. A library staff committee of McGovern, Anderson, Dargan, Jacobs, Loomis, and Refer will thoroughly review all bids and present a summary.
  - B. Art in the Atrium RFP: reviewed RFP document submitted by art committee; discussed where to post RFP (local paper, Iowa Arts Council, etc.). Discussed the need to identify funding sources (grants, donations for artwork, contribution from FOTL, Northeast Iowa Community Foundation, Library Building Endowment, etc.) while maintaining awareness of the public perception of spending money for artwork in government/public buildings.

**MOTION:** (Traw, Deaver) to continue to move forward on the Art in the Library Atrium project and investigate funding source options as discussed. Passed.

9. Committee Reports:
- A. Friends of the Library: no report.
  - B. Finance: will meet Sep 12 at 4 PM.
  - C. Personnel: no report.
  - D. Library Art Committee: will continue to meet to discuss art in atrium proposal.
10. Unfinished business: None.
11. New business: None.
12. **MOTION:** (Traw, Deaver) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem