**MINUTES**
**CEDAR FALLS PUBLIC LIBRARY (CFPL)**
**BOARD OF TRUSTEES**
**December 4, 2013**

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

1. Meeting was called to order by President Deaver.

2. **MOTION**: (Blair-Broeker, Richardson) to approve the December agenda as presented. Passed.

3. **MOTION**: (Traw, Blair-Broeker) to approve the November minutes as presented. Passed.

4. Communications from the Officers: none.

5. Bills & Financial Reports:
   A. General, Levy, Grant Fund Bills: reviewed.

   **MOTION**: (Richardson, Blair-Broeker) to approve the December library bills as presented. Passed.

   B. Reviewed October General Fund, Levy, and Grant fund expenditure and revenue reports. Reviewed Foundation Fund reports.

6. Usage report: noted fluctuation in reference question count from 1st floor desks (not always time to record counts); the CFPL@UNI collection circulation is down, may need to weed/update.

7. Director's Report:
   A. Informational Update
      1. Reviewed updated FY14 Goals; discussed the Collection Development series of workshops presented by Roy Kenagy for materials selection staff.
      2. New rock/mulch is in place around the Davis sign; will place potted plants in urns in that area this spring; working on landscaping plan that includes filling in sunken spots around the drive-through on back of building.
      3. Preparing a new Book Group "readers" newsletter; will feature local groups (with their permission), will promote our Good Reads (on-line) Discussion Group and author visits/programs in the area (not just at CFPL). Will use the Notify Me tool on the city website for people to sign up to receive it electronically.
      4. Miscellaneous:
         a. Plans are moving along for the 10 year anniversary of the new library building; board members are invited to serve on the committee with staff and FOTL President; next meeting is December 12 at 2:30 PM. There will be contests, t-shirts, and an after-hours event. Will invite retirees, previous donors, past board members, etc. Discussed promotion of the terra cotta book bricks on the exterior of the building (we did this during the building campaign); funds could be earmarked for future projects such as art in the atrium or a Makerspace in the library.
   B. Reports from Department Heads.
      1. Public Services: Good attendance at the Coupon Queen book signing and workshop; author, Len Froyen, will be here in January.
      2. Youth Department: Offering weekly crafts during December; still drawing large crowds for the puppet shows.
      3. Technical Systems Administration: Planning to visit Ankeny Public Library to view their MakerSpace which includes a 3D printer; in the process of updating 70 public computers; planning a LAN party at CFPL on Feb 22nd with help from the CedarLUG members (Linux Users Group); Cedar Valley Makers interested in working with CFPL to create a MakerSpace which could feature 3D printers, arduinos (microcontrollers), tools, sewing equipment, etc.; working on setting up DVD viewing stations.
      4. Third Age: no report.

8. Referred for Board Action:
   A. A Wine & Chocolate program will take place on February 13, 2014. Will need permission to serve

wine; funded by Friends of the Library.

B. Murder Mystery 6 will take place on March 14, 2014. Will need permission to serve wine; funded by the Friends of the Library.

**MOTION**: (Richardson, Blair-Broeker) to approve serving wine in the library for the Wine & Chocolate and Murder Mystery 6 programs. Passed.

C. Would like to offer the Food for Fines amnesty week during National Library Week, April 13-19, 2014. Will be accepting non-perishable food items for the Northeast Iowa Food Bank in lieu of library fines (does not include lost items). Circulation staff suggested that we might offer a 2nd amnesty week in the calendar year; board members will evaluate the impact on generation of revenues (fines) after the April promotion before making a decision.

**MOTION**: (Bash, Blair-Broeker) to approve the Food for Fines promotion during National Library Week 2014. Passed.

D. As part of the 10 year anniversary celebration of the new library building, we would like to resurrect offering the book titles (bricks on the exterior of the library building) as a fundraising effort. The small books would be available for donations ranging from $900-$2,999; the large books for donations ranging from $3,000-$9,999. Donors and their titles will be added to the donor wall near the self-checks. Could offer three year pledge period similar to original campaign. Funds could be used for future projects such as art in the atrium or a MakerSpace; examples of past uses of funds include the Burgeon Group interactive pieces in the youth department and the Automated Materials Handler (AMH).

**MOTION**: (Traw, Richardson) to approve the terra cotta books fundraising effort as presented. Passed.

E. Reviewed amended personnel policy 219: Residency.

**MOTION**: (Bash, Blair-Broeker) to approve amended Personnel Policy 219 as presented. Passed.

F. Reviewed amended personnel policy 506: Vacations.

**MOTION**: (Blair-Broeker, Traw) to approve amended Personnel Policy 506 as presented. Passed.

G. Reviewed amended personnel policy 704: Leaves of Absence.

**MOTION**: (Bash, Blair-Broeker) to approve amended Personnel Policy 704: Leaves of Absence as presented. Passed.

9. Committee Reports:
   A. Friends of the Library: no December meeting; FOTL will provide funding from their literacy promotion budget for Kindergarten Round-Up and Cedar Valley's Youth Read Books.
   B. Finance: No need for a December meeting.
   C. Personnel: no meeting.
   D. Library Art Committee: did not receive grant from Iowa Arts Council since we did not include images from the selected artist (we were advised that an artist did not have to be selected to apply for funding). Will resubmit in 2014.

10. Unfinished business: None.

11. New business: Mark Ripplinger was contacted by an Eagle Scout that is looking for projects; might be able to get a crew to help with the landscaping project this spring.

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

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem