

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
January 2, 2013

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

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION**: (Richardson, Narigon) to approve the January agenda as presented. Passed.
3. **MOTION**: (Traw, Narigon) to approve the December minutes as presented. Passed.
4. Communications from the Officers: McGovern shared copies of letters received from the Cedar Falls Civic Foundation explaining the 0.062% operating fee assessment that will be calculated on the first of January for each of the library foundation funds. Also, received a letter of appreciation for offering computer classes from Betsy Brant.
5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills. Reviewed January library bills.

MOTION: (Narigon, Traw) to approve the January library bills as presented. Passed.
 - B. Reviewed November General Fund, Grant, and Levy expenditure and revenue reports. It was noted that there were three paydates in November. Explained that the amount budgeted for Computer Services in General Fund is only for the monthly amount deducted for services provided by the city (payroll, financial, etc.) that is based on a formula applied to all departments. The library should have \$20,000 to spend on our budgeted Computer Services needs but it was not allocated to this line item; was placed in Computer Services Levy line item. Adjustments will be made during amendments. Received State Funds (library grants) for 3rd Age program; used for salary, mileage, and materials. Will also receive State Funds for Open Access/Infrastructure; overall State funding for libraries increased 29.9% for this year.
6. Usage report: Reviewed November statistics. Comparison of circulation for Jul-Nov in FY12 to Jul-Nov in FY13 shows an overall increase of 6%. McGovern was interviewed for a local radio station spot; discussed increase in circulation of downloadable books.
7. Director's Report:
 - A. Informational Update
 1. McGovern has started filling out accreditation paperwork. Need list of continuing education activities that Board members participated in over the last three years; board members need to review library personnel policies (link sent to board members), library policies (specifically Circulation, Collection & Internet Use), and by-laws. Will email reminder and links to the documents.
 2. Will be voting on library closings under Board Action. Shared comment from a patron about closing at 5 PM on the evening before July 4 paid holiday. Not sure how much traffic there would be from 5-9 PM before the holiday; would only be an issue if the 3rd falls on a Monday, Tuesday, Wednesday, or Thursday. Will evaluate situation each year.
 3. The RFID committee has recommended using Demco as the vendor for our RFID project. Board will vote on which bid to accept under Board Action this month. Waterloo Public Library has been satisfied with their experiences with Demco; one issue was resolved to the satisfaction of WPL staff. McGovern has applied to Carver Foundation and Black Hawk County Gaming Association for additional funding for the automated materials handler (AMH) which is not part of the initial RFID project; will be Phase 2.
 4. Staffing updates: Full-time Library Assistant, Charlene Waller, retired at the end of December. Dan Bye moved into this full-time position; filled that vacant permanent part-time library assistant position by hiring Kim Nicholson from the Hearst Center who was a special purpose part-time employee. Due to the reduction in part-time hours for 8 library employees, we will

post an ad for a 25 hour/week library assistant to work in youth and reference (the areas hit the hardest). Will post internally first; may need to post public ad if no internal applications are submitted.

5. Staff members have been observing/monitoring the 2nd floor women's restroom after several reports of messes in the handicap stall. Nothing has been reported; the door did fall off that particular stall and will have to be replaced.

6. Miscellaneous: no report.

B. Reports from Department Heads.

1. Public Services: Duffy Hudson program was well attended; upcoming visit from author Linda McCann, January is Genealogy Month, Wine & Chocolate program and Murder Mystery 5 are in February.

2. Youth Department: New part-time library assistant has been hired; will offer a series of sign language classes for staff & the public; LegoPalooza will take place in January (made minifigs out of recycled crayons; handouts for the kids attending). The Friends of the Library will provide additional funding for the Burgeon installations in the youth department; interactive panels, puppet theatre, and tractor.

3. Technical Systems Administration: Distributed a report generated by Sawmill which shows the domains visited by the 20 public internet computers on the 2nd floor. This does not associate sites with patrons or individual computers. The top 50 sites were 36% of the traffic; the top 500 sites accounted for 92.3 % of the traffic. This tool will help us by showing what our patrons are doing while on-line at the library. Social networking, dating, email, ads (like doubleclick), etc. are the most recognizable domains; no evidence of abuse of acceptable use policy.

4. Third Age: no report.

8. Referred for Board Action:

A. Reviewed a summary comparing the 4 bids received for the RFID project. Previously approved \$110,000 in funding from the library building endowment. The RFID committee recommended using Demco for a variety of reasons. Will need to retag all materials; might need to hire interns to help with this part of the project. Project should be complete within a year.

MOTION: (Narigon, Richardson) to accept the bid submitted by Demco for the library RFID project. Passed.

B. National Library Week is April 14-20, 2013. Would like to offer "Food for Fines" again this year; patrons donate non-perishable food items for the Northeast Iowa Food Bank and we clear fines from their records (does not apply to lost items). Does not impact general fund Fines & Fees revenue very much; has actually helped get patrons back into the library and many willingly pay for lost items to totally clear their accounts.

MOTION: (Narigon, Brindle) to approve "Food for Fines" during National Library Week, April 14-20, 2013. Passed.

C. Reviewed list of library closings for 2013.

MOTION: (Richardson, Narigon) to approve Library Closings for 2013 as presented. Passed.

D. Amended personnel policy 401 was approved last month; waivers for staff and volunteers to sign when using personal and/or city vehicles have been added.

E. Reviewed additional information provided concerning personnel policy, 704: Leaves of Absence; reference to Risk Management Policy 2012-009.

MOTION: (Richardson, Traw) to approve revised/amended Personnel Policies 401 (waivers) and 704 as presented. Passed.

9. Committee Reports:

A. Friends of the Library: no January meeting; approved additional funding for the Burgeon installation from FOTL endowment funds at their December meeting. Past-President, Sue Doody, and McGovern gave a presentation at the CF Woman's Club.

B. Finance: will meet next week; have at least two requests for foundation funding from staff; WCF

Symphony representatives will also be there to talk about the Ensembles in Schools program.

- C. Personnel: will need to touch base with WPL board to start the library director evaluation process.
- D. Library Art Committee: no report.

10. Unfinished business: None.

11. New business: None.

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

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem