MINUTES CEDAR FALLS PUBLIC LIBRARY (CFPL) BOARD OF TRUSTEES July 3, 2013

Members present: Bash, Blair-Broeker, Brindle, Deaver, Narigon, Pfalzgraf. Staff: McGovern, Anderson, Stern.

- 1. Meeting was called to order by President Deaver.
- 2. MOTION: (Narigon, Pfalzgraf) to approve the July agenda as presented. Passed.
- 3. MOTION: (Blair-Broeker, Narigon) to approve the June minutes as presented. Passed.
- 4. Communications from the Officers: none.
- 5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills: reviewed.

MOTION: (Blair-Broeker, Bash) to approve the additional June and July library bills as presented. Passed.

- B. Reviewed May General Fund, Levy, Grant, and Foundation fund expenditure and revenue reports.
- 6. Usage report: Cedar Falls Public Library's annual circulation exceeded Waterloo Public Library's by 33,000 this fiscal year. Over 45,000 items were circulated in June from CFPL.
- 7. Director's Report:
 - A. Informational Update
 - McGovern presented statistics on Sunday library use during the year. Users seem to mostly be adults who do browsing and research without needing much intervention from staff. Waterloo Library is not open on Sundays during the summer.
 - 2. McGovern visited the Brodart booth during the American Library Association Conference and learned they are no longer selling the kiosk for remote library vending due to problems with maintenance from the manufacturer.
 - 3. In an effort to cut spending on memberships, Mayor Crews has suggested that the city pay for one Chamber of Commerce membership instead of individual memberships. McGovern suggested that perhaps the board could do likewise and have only the board president become an Iowa Library Association (ILA) member. The board will decide before September.
 - 4. McGovern has been meeting with other Cedar Valley Library Consortium (CVLC) librarians to determine which resources might be shared.
 - 5. Beckman Estate: to discuss under Finance Committee report.
 - 6. The Boys & Girls Club has proposed positioning a member of the club at the library on a part-time basis to help with youth programming. The targeted age group is 6-13.
 - 7. Miscellaneous: McGovern gave an update on the RFID project.
 - B. Reports from Department Heads.
 - Public Services: Heather Gudenkauf program on July 11; Jann Rasmussen retired; last work day was end of June.
 - 2. Youth Department: Stern gave a summary of the summer program activities; noted an increase in attendance. Summer Reading Program registered 1309 participants.
 - 3. Technical Systems Administration: no report.
 - 4. Third Age: no report.
- 8. Referred for Board Action:
 - A. Jennifer Chiaverini Funding Request
 - B. Cedar Valley of the Zombies Funding Request

MOTION: (Narigon, Blair-Broeker) to approve the Jennifer Chiaverini & Cedar Valley of the Zombies requests for library foundation funding as presented. Passed.

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C. Automated Materials Handler funding request was reviewed. McGovern noted that \$95,000 – \$100,000 will be needed for the equipment (received grant funds for this part of the project) and, according to Tim Jones of Struxture Architects, construction and remodeling costs should be between \$10,000 - \$20,000.

MOTION: (Pfalzgraf, Brindle) to approve the Automated Materials Handler request for library foundation funding as presented. Passed

- D. FY13 Shared Third Age Coordinator Extension Agreement
- E. FY14 Shared Third Age Coordinator Extension Agreement
- F. FY13 Shared Youth Librarian Extension Agreement
- G. FY14 Shared Youth Librarian Extension Agreement

MOTION: (Blair-Broeker, Narigon) to approve the FY13 & FY14 Youth Librarian and Third Age Coordinator Extension Agreements as presented. Passed.

H. FY14 Pay Bands

MOTION: (Blair-Broeker, Bash) to approve the FY14 Library Pay Bands as presented. Passed.

I. Request to close for staff in-service on September 27, 2013.

MOTION: (Blair-Broeker, Pfalzgraf) to approve the library closing on September 27, 2013 for a staff inservice day. Passed.

- 9. Committee Reports: McGovern will email committee information to board members in case there is interest in being reassigned to a different committee.
 - A. Friends of the Library: no report.
 - B. Finance: The Beckman Endowment annual disbursement check will be returned to the CF Foundation; not needed for programming at this time. Foundation and Finance are working on a policy for this fund. Will compose a letter to the Cedar Falls Civic Foundation stating board concerns about timeliness of their meetings in regard to funding requests/approval.
 - C. Personnel: no report.
 - D. Library Art Committee: Working on proposal for art in the atrium.
- 10. Unfinished business: None.
- 11. New business: None.
- 12. **MOTION**: (Pfalzgraf, Brindle) to adjourn. Passed.

Respectfully submitted,

Aleta Anderson, Secretary Pro-Tem

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