

**MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
June 5, 2013**

Members present: Bash, Behm, Blair-Broeker, Brindle, Deaver, Narigon, Pfalzgraf, Richardson, Traw. Staff: McGovern, Anderson, Dargan, Stern, Kayser. Guests: Tom Hagarty.

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION**: (Richardson, Behm) to approve the June agenda as presented. Passed.
3. **MOTION**: (Deaver, Richardson) to approve the May minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
 - A.General, Levy, Grant Fund Bills: reviewed.
 - MOTION**: (Behm, Narigon) to approve the June library bills as presented. Passed.
 - B. Reviewed April General Fund, Levy, Grant, and Foundation fund expenditure and revenue reports. Library Board version of Financial Reports includes the revised (amended) budgeted amounts. The figures will appear on the May City Financial reports as well. It was noted that several of the projects funded by library foundation funds have been completed; request for reimbursement will be submitted in FY13.
6. Usage report: Reviewed April statistics. We are on track to surpass 400,000 items circulated for the fiscal year – a new record. Library cards continue to be issued at a steady rate.
7. Special Order of Business: Election of Officers. Board agreed by consensus to dispense with the written ballot. Blair-Broeker reported that the ad hoc nominating committee prepared a slate of officers for FY14: Dave Deaver, President; Sara Narigon, Vice President; Melody Brindle, Secretary.
MOTION: (Behm, Richardson) to accept the slate of officers for FY14 as presented. Passed.
8. Director's Report:
 - A. Informational Update
 1. McGovern reported that the State Library contacted her to report that the Continuing Education for Board Members standard for accreditation is mandatory for Tier 3. This was an unmet standard on our recent accreditation report but the State Library will waive this year; new standard that was not met by many libraries. Will need to plan CE opportunities for board members in order to comply with state standards and avoid any reduction in financial support.
 2. Discussed services to non-Cedar Falls residents; currently not an issue. Examples of restrictions would include access to interlibrary loan, on-line databases, Overdrive (downloadable books), etc. It is possible to restrict some services without impacting Open Access funding. It was noted that the UNI Library will start issuing library cards to community members effective July 1.
 3. Since the next board meeting falls on Wednesday, July 3rd at 4 PM and the library is closing at 5 PM that day, McGovern canvassed board members to determine if we will have a quorum or should postpone the meeting for a week. Enough board members plan to attend so the meeting will take place as scheduled.
 4. RFID project update: Volunteers are continuing to retag materials; approximately 50% of collection has been done. It was noted that we should be sure to invite the RFID volunteers to the annual volunteer appreciation. Equipment will arrive in early August; self-checks, gates, etc. The AMH (automated materials handler) has not been ordered or purchased but was included in the bid. We currently have a \$60,000 and \$44,000 in grants for this phase; will need to request some additional funding from library foundation funds to help with building remodeling (construction) in order to offer exterior and interior access to the AMH and up to four sorting bins.
 5. Jann Rasmussen will be retiring at the end of June. This position was a full-time library

assistant; plans are to increase hours of one Librarian position to full-time (from part-time) and use remaining personnel funds for part-time library shelver and/or library assistant hours.

6. The Cedar Falls Civic Foundation (CFCF) would like help promoting their services; suggested the library could include information about this in our own ads. The library usually relies on free Public Service Announcements in print and other media outlets for promotion of our events. Board members suggested the CFCF could use the administrative fees collected from account holders for promotion of CFCF services.
7. Miscellaneous: Plans are being made for a joint staff in-service with Waterloo Public Library; have not had a joint in-service for several years so will give employees opportunity to meet new colleagues (a lot of turnover at both libraries) and we can share the costs. A morning civility/communication in the workplace workshop is planned and then the group will travel via bus to the new (opening in August) downtown Cedar Rapids Public Library. Date has not yet been set.

B. Reports from Department Heads.

1. Public Services: Adult Summer Program started this week; two more authors will be presenting in July; continuing to weed, shift, and rearrange collections.
2. Youth Department: Youth Summer Program started June 3 and there are 561 registered participants as of 3:30 today; storytime attendance has been increasing; have several "big" events/performances scheduled throughout the summer including a special performance by the Cedar Valley Chamber Music group.
3. Technical Systems Administration: Planning for arrival of RFID equipment; will upgrade CPUs and sensor pads at staff workstations in circulation areas. Computers in the Teen Room have been installed; will add to computer usage stats. WiFi access points have been updated. Faronics security management system will also be installed. Noted that infrastructure in library building could support CFU's gigabit service; Dargan will check into service costs.
4. Third Age: no report.

9. Referred for Board Action:

- A. Reviewed the Circulation Policy; draft presented suggests a change in circulation period of magazines from 3 weeks to 2 weeks. At a recent staff meeting it was decided that changing the circulation period of magazines to 1 week (plus one week renewal) would help with the turnover rate; board members agreed. Materials (except items that are on hold) may be renewed 1 time; suggested that the policy be changed to allow for 2 renewals; staff can currently override the number of renewals anyway and staff reviewed a report of the most renewed materials types which are typically items that circulate for only one week (or less). Changes would be implemented in FY14.

MOTION: (Deaver, Richardson) to approve the Circulation Policy as modified. Passed.

10. Committee Reports:

- A. Friends of the Library: FOTL Board agreed to set aside \$10,000 to go toward art in the atrium. Current membership is at 317 (302 last year).
- B. Finance: No meeting in May; will need to meet in June.
- C. Personnel: no report.
- D. Library Art Committee: The Redfern Display case installation is complete; FOTL sponsor this biennial contest.

11. Unfinished business: None.

12. New business: None.

13. **MOTION**: (Behm, Pfalzgraf) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem