

MINUTES
CEDAR FALLS PUBLIC LIBRARY (CFPL)
BOARD OF TRUSTEES
March 6, 2013

Members present: Bash, Behm, Blair-Broeker, Brindle, Deaver, Narigon, Richardson. Staff: McGovern, Anderson, Dargan, Stern, Kayser. Guests: Seven University of Northern students from the Division of Leisure, Youth and Human Services

1. Meeting was called to order by President Blair-Broeker.
2. **MOTION:** (Deaver, Narigon) to approve the March agenda as presented. Passed.
3. **MOTION:** (Deaver, Richardson) to approve the January & February minutes as presented. Passed.
4. Communications from the Officers: Reminder that the annual Council Breakfast (provided by the Friends of the Library) will be at 8 AM on Friday, March 8th.
5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills. Reviewed February & March library bills.
MOTION: (Deaver, Behm) to approve the March library bills as presented and confirm approval of February library bills. Passed.
 - B. Reviewed January General Fund, Grant, and Levy expenditure and revenue reports. Will be working on amendments soon. Reviewed foundation fund reports.
6. Usage report: Reviewed January statistics. Circulation statistics are up over January of 2012.
7. Director's Report:
 - A. Informational Update
 1. RFID project is under way; vendor trained three staff members on the tagging conversion workstations that volunteers will use. Will hire a temporary intern to help train and coordinate the tagging volunteers.
 2. Reviewed the space needs assessment submitted with accreditation documents. Working on shifting and rearranging the audio visual collection areas. Programming space is at a premium; offering programs after regular hours, holding multiple sessions of same program, utilizing other spaces such as the Community Center to help alleviate crowded conditions.
 3. Miscellaneous: no report.
 - B. Reports from Department Heads.
 1. Public Services: Planning for National Library Week, April 14-20 and the Adult Summer Library Program; had great turnout for the Murder Mystery 5.
 2. Youth Department: A date/time change for a weekly storytime resulted in an increase in attendance. Puppet show attendance has been steady at 100+ every month it is offered. No installation date yet for the Burgeon Group tractor, puppet theatre, and interactive pieces for the playhouse area. New employee, Diane Schupbach, started this week; will split time between youth department and reference; position created from reduced hours of 8 employees (to maintain 29 hr/week or less).
 3. Technical Systems Administration: Planning to replace staff workstations in May or June in anticipation of the RFID system upgrade. The wiring project is complete in the Teen Area; computers and workstations are also here. Continuing to track public internet workstation sites visited. Dargan will be serving as a mentor for the ILEAD (Innovative Librarians Explore, Apply and Discover) initiative; this is a state project with mentors, teams, instructors, etc.
 4. Third Age: no report.
8. Referred for Board Action:
 - A. Reviewed the funding request for Circulating Ereaders (phase 2). Will double the number of ereaders available to check-out; preloaded with 5 or 6 titles per reader, some of which might not be available for download from our Overdrive collection. May include some Teen/Youth titles.

- B. Reviewed the funding request for Cinco de Mayo, a collaborative event with the Hearst Center and College Hill Partnership. Library will have a presence; storytime & outreach.
- C. Reviewed the funding request for Summer Library Programs. Majority of the cost is for two temporary interns to help with the programs; rest is for honorariums & travel fees for performers for the youth summer program's special family events.

MOTION: (Behm, Narigon) to approve the Circulating Ereaders, Cinco de Mayo, and Summer Library Program requests for foundation funding as presented. Passed.

- D. McGovern shared that the Roy J. Carver grant request was approved. We will receive \$44,000 to go toward the automated materials handler part of the RFID project. A follow up report will be submitted once funds have been expended.

MOTION (Richardson, Brindle) to accept the Roy J. Carver grant funds.

- E. Reviewed the Collection Development and Public Access Computer policies (no revisions) to include with accreditation documents.

MOTION: (Deaver, Behm) to maintain the current Collection Development and Public Access Computer policies as presented. Passed.

- F. Reviewed three library policies, with revisions, to include with accreditation documents.
 - 1. Changed the exhibit time from 3 months to 2 months for the 2nd floor display case.
 - 2. Modified language in the Safe Child Policy to clarify direct "visual" supervision by parent or responsible caregiver; board suggested that same clarification should be added to the following paragraph for caregivers of children/groups visiting the library.
 - 3. Added a line stating no posting of commercial advertisements in the library in any format to the Petition/Soliciting policy.

MOTION (Behm, Narigon) to approve the 2nd Floor Display Case, Safe Child, and Petition/Soliciting policies as revised. Passed.

- G. Reviewed Library Personnel Policies (no revisions) to include with accreditation documents. It was noted that the number of hours worked per week (32) will need to be updated in the Policy 211: Temporary and Part-Time Employees now that the city has reduced all 32 hour employees to 29 hours per week.

MOTION: (Richardson, Deaver) to maintain the current Library Personnel Policies as presented. Passed.

9. Committee Reports:

- A. Friends of the Library: FOTL will have their annual meeting in April.
- B. Finance: will meet next week; have requests for foundation funding from staff for a multi-day exhibit/program by Chasing4Life, a collaborative Hunger Games project, and the WCFSO request for Ensembles in Schools. Russ Curtis will be at the April library board meeting for a foundation fund update.
- C. Personnel: director evaluation forms have been turned in; joint WPL/CFPL committees will meet to compile results and then share with the director; summary to be presented at next board meeting.
- D. Library Art Committee: no report.

10. Unfinished business: None.

11. New business: None.

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

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem