

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

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

1. Meeting was called to order by Vice President Narigon.
2. **MOTION**: (Blair-Broeker, Brindle) to approve the November agenda as presented. Passed.

President Deaver arrived; Narigon turned over the meeting to Deaver.
3. **MOTION**: (Behm, Bash) to approve the October minutes as presented. Passed.
4. Communications from the Officers: none.
5. Bills & Financial Reports:
 - A. General, Levy, Grant Fund Bills: reviewed.

MOTION: (Blair-Broeker, Narigon) to approve the November library bills as presented. Passed.
 - B. Reviewed September General Fund, Levy, and Grant fund expenditure and revenue reports. Reviewed updated Foundation Fund reports; added items mentioned in the Financial Plan.
6. Usage report: noted a 13% increase in circulation over FY13 with no additional staff.
7. Director's Report:
 - A. Informational Update
 1. The plants/dirt have been removed around the Adele Whitenack Davis sign in front of the library. The city arborist is working on a landscaping plan; will seek volunteers (Kiwanis, Scouts) this spring to help with this project.
 2. Working with Tim Jones and Bruce Sorensen to get bids for redesigning the circulation desk area to incorporate the Automated Materials Handler (AMH).
 3. Article in WCF Courier about the 10 year budget reduction exercise requested by the Budget Shortfall Taskforce. A reduction in the collection funding would result in poor library service and might result in loss of accreditation. Only option for budget reduction is in personnel costs which would mean closing hours. There will be several retirements in the next 10 years and management/librarians reorganization might help cover some of the reduction. Estimate that reducing hours (staff) 14 hours per week would be needed to comply with the proposed budget reduction 10 year plan.
 4. Discussed using foundation funds for library board education and development opportunities such as attending workshops or conferences or purchasing iPads or tablets for library trustees which would provide uniform access to board documents, library services, webinars. etc.
 5. Miscellaneous:
 - a. Over 40 volunteers attended the annual Volunteer Appreciation program last Friday evening.
 - b. Library staff planning a 10 year building celebration; new library opened in March 2004. Discussed hosting an after-hours event and possibly promoting selling the terra cotta books as a potential fundraiser for a specific project, such as the art in the atrium.
 - B. Reports from Department Heads.
 1. Public Services: Had good attendance at the author presentation by Jennifer Chiaverini.
 2. Youth Department: Stern is serving on the Iowa Children's Choice Award statewide committee.
 3. Technical Systems Administration: Setting up a staff conversion station to work on reprogramming items that were converted on workstation that was not properly configured. Working with Cedar Valley Linux Users Group (CVLUG) on hosting LAN (local area network) parties in the library; may try this winter or spring.
 4. Third Age: no report.

8. Referred for Board Action:

- A. Reviewed the 2014 Financial Plan. Russ Curtis will be retiring in early 2014; will invite new representative to continue practice of presenting foundation fund updates to the library board. The policy is not yet in place for the Mary G. Beckman Endowment.

MOTION: (Narigon, Blair-Broeker) to approve the 2014 Financial Plan as presented. Passed.

- B. Reviewed request for foundation funding: Traveling Tales. This is a joint project with WPL; volunteers deliver kits to preschools and daycare providers. Funding would add new and replenish current kits with books, puppets, etc.

MOTION: (Behm, Bash) to approve the Traveling Tales funding request as presented. Passed.

- C. Reviewed request for foundation funding: Murder Mystery 6. The UNI Student Theatre Association would perform; 100-150 attendance at previous programs. Would take place in the library rather than the Community Center this time.

MOTION: (Blair-Broeker, Behm) to approve the Murder Mystery 6 funding request as presented. Passed.

- D. Reviewed request for foundation funding: Cedar Valley's Youth Read 2014. This is an author-in-residence joint program with WPL for all area 5th graders.

MOTION: (Narigon, Richardson) to approve the Cedar Valley's Youth Read 2014 funding request as presented. Passed.

- E. Reviewed request for foundation funding: Cinco de Mayo. Collaboration between CFPL, Hearst Center, and the College Hill Partnership. Library would promote library services and provide craft activities during the event.

MOTION: (Richardson, Behm) to approve the Cinco de Mayo 2014 funding request as presented. passed.

9. Committee Reports:

- A. Friends of the Library: Meeting next Thursday; McGovern & Stuenkel working with FOTL to promote a local reading group "network"; more information to come.
- B. Finance: No meeting next week; notes from last meeting were posted.
- C. Personnel: no meeting.
- D. Library Art Committee: reviewing RFPs for art in the atrium.

10. Unfinished business: None.

11. New business: None.

12. **MOTION:** (Blair-Broeker, Behm) to adjourn. Passed.

Respectfully submitted,

Carol Kayser, Secretary Pro-Tem