



WATERLOO PUBLIC LIBRARY—Board of Trustees—July 9, 2020
Submitted by Kim Chapman

Members present: Larry Bjortomt, Kathleen Wernimont, Ivy Hagedorn, Cindy Wells
Members absent: John Berry
Others present: Nick Rossman, Jillian Rutledge, Bob Giesler, Lori Petersen, Amy Rousselow, Kim Chapman, Councilperson Pat Morrissey

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<https://www.gotomeet.me/WaterlooPublicLibrary/board-july2020>

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:02 PM. The meeting was held virtually due to social distancing guidelines during the COVID-19 pandemic.

- Roll Call
 - Ivy Hagedorn: present
 - Cindy Wells: present
 - John Berry: absent
 - Larry Bjortomt: present
 - Kathleen Wernimont: present

Approve Agenda—motion by Kathleen Wernimont, seconded by Cindy Wells

- Roll Call
 - Cindy Wells: yes
 - John Berry: absent
 - Larry Bjortomt: yes
 - Kathleen Wernimont: yes
 - Ivy Hagedorn: yes

Oral Comments of Board Members, Staff and the Public

- Ivy Hagedorn commented the new electronic sign looks very nice and is a beautiful addition to the building. Nick responded the folks at Nagle did a really great job and we are very happy with it. The flagpole and flag will be placed in the rock bed in the courtyard.

Approval of Minutes of the June 11, 2020 Regular Meeting and June 30, 2020 Special Meeting— motion by Kathleen Wernimont, seconded by Cindy Wells

- Roll Call
 - John Berry: absent
 - Larry Bjortomt: yes
 - Kathleen Wernimont: yes
 - Ivy Hagedorn: yes
 - Cindy Wells: yes

Financials

- Updates—the City financial sheets were reviewed. There was savings in the FY20 general fund budget of approximately \$83,000 with a combination of utilities and personnel costs. More e-books were purchased than in a “normal” year.
- **Current Bills—motion by Kathleen Wernimont, seconded by Cindy Wells**
 - Roll Call
 - Kathleen Wernimont: yes
 - Ivy Hagedorn: yes
 - Cindy Wells: yes
 - John Berry: absent
 - Larry Bjortomt: yes

Statistical/Usage Report

- The usage report was reviewed. There is an increase in physical materials circulation due to offering curbside service. The Library will begin Saturday curbside service this weekend, July 11, from 10:00-4:00.

Director’s Report

- Library Closed Update—people are being allowed into the library by appointment for computer use, faxing, printing and notary service. Most everyone is wearing a mask, but disposable masks are available for sale for \$1. If people do not want to purchase a mask, we encourage them to take one and wear it. There’s only been one person who would not wear one; we let them know we could not help them any closer than 6 feet. Masks are not mandatory. Councilman Morrissey wondered if masks could be required. It’s possible, yes, but hard to police. Chairperson Hagedorn wondered if masks are required at City Hall. They are not, but wearing one is highly recommended. Cindy Wells commented that it is being handled just right with no need to police it.
- Discussion of Library Services Provided—the Cedar Falls library is allowing patrons to browse their collection by appointments. We expect people to ask us to be allowed to browse. Plexiglas is being installed at staff stations. A shout out to the Marketing Team for learning and implementing the software for the new electronic sign. Some shelvers are scheduled and working in the building. About half of the end caps are finished. We will continue sticking to appointment only services.
- Exposure Protocol from City of Waterloo HR—the City of Waterloo protocol for COVID-19 employee exposure was included in the packets.
- Miscellaneous—the Labor/Management committee is discussing and taking a look at diversity training. Nick has been in contact with Human Rights Director Abraham Funchess to help with the training. A \$25,000 gift is expected from the Jack Petsche Estate designated for acquisition of materials.

Departmental Reports

- Reports were included in the packet. Jillian Rutledge reported just over 60 computer appointments were made during the three weeks of unofficially being offered. Now that it has become official, a lot more appointments are being made. Curbside service is busy and appreciated and will be continued even after the library reopens.

Referred for Board Action

- No action items.

Unfinished Business

- L/M Communications—June 19, 2020, meeting minutes are included in the packet. The committee will meet next Thursday.

New Business

- Robert Welsh visited the meeting today. He replaces John Berry at Tri-County Headstart.

The next meeting date is set for September 10, 2020, at noon. **Motion by Kathleen Wernimont, seconded by Cindy Wells to adjourn.**

- Roll Call
 - Ivy Hagedorn: yes
 - Cindy Wells: yes
 - John Berry: absent
 - Larry Bjortomt: yes
 - Kathleen Wernimont: yes

The meeting adjourned at 12:27 PM.