



**WATERLOO PUBLIC LIBRARY—Board of Trustees—November 12, 2020**

**Submitted by Kim Chapman**

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

**Please join my meeting from your computer, tablet or smartphone.**

<https://www.gotomeet.me/WaterlooPublicLibrary/board-november2020>

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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: absent
  - Kathleen Wernimont: present
  - John Berry: present
  - Larry Bjortomt: absent

**Approve Agenda—motion by Kathleen Wernimont, second by John Berry**

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

**Oral Comments of Board Members, Staff and the Public**

(Larry Bjortomt logged in—12:04 PM.)

- Councilperson Klein questioned why she did not receive a response to her correspondence to Nick or Board members regarding the 20-hour library position that is posted. She met with the mayor to discuss the posting. Nick is waiting for a response from the mayor and Michelle Weidner before answering Margaret Klein's question. Councilperson Morrissey said he was not aware of any correspondence from Councilperson Klein to the library director and/or Board.

## **Approval of Minutes of the October 8, 2020, Regular Meeting—motion by Kathleen Wernimont, second by John Berry**

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

### **Financials**

- Updates—monthly City and quarterly Community Foundation of Northeast Iowa financial documents were included in the packet and reviewed.
- Current Bills (bills paid September 2020)—**motion by Kathleen Wernimont, second by John Berry**
  - Roll Call
    - John Berry: yes
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
    - Cindy Wells: absent
    - Kathleen Wernimont: yes

### **Statistical/Usage Report**

- Check-out for physical materials increased due to the library being open for a few weeks during October. Curbside service continued during that time and will continue, along with phone service, as the library closes its doors again. In anticipation of winter and a slippery ramp, ice melt will be allowed on the new concrete this year.

### **Director's Report**

- COVID-19 Update—with the explosion of COVID cases and Blackhawk County at high alert, the library closed its doors again October 28. Some staff is out of the building because of exposure. We are using the City's matrix as guidance.
- Fundraising Campaign—President Hagedorn reached out earlier this fall for a giving campaign. Amy Rousselow will share more later in the meeting regarding letters, digital campaign and the December newsletter.
- Website RFP—Amy Rousselow will share information about the current website and a need for an update later in the meeting.
- Termination of MOU State Library—the state library rents two rooms for their library services office. The current consultant, Eunice Riesburg, has worked most of the summer from home and will be transitioning the office to her home. The state library gave notice to cancel the contract effective 12/20/2020.
- Miscellaneous
  - Diversity Audit—the library collection will be audited and reviewed by looking at the demographics of our community and area with the goal to offer a collection that is reflective of our users. There is a process in place to accomplish this.
  - Open Position—the 20-hour assistant position was posted after Nick met with the mayor and Michelle Weidner. Twenty-five applicants have emailed letters and resumes.
  - Staff In-service—will be held Thursday, November 19, from 9:00 AM to noon. Amanda Schara from Unity Point's EAP program will give a virtual presentation talking about mental

health and how to deal with stress and anxiety during the COVID times. Some staff who participated in a webinar earlier this fall regarding dealing with difficult behavior patrons during COVID times will share what they learned.

- Solar on the Roof—in regards to the EBSCO solar grant, the library needs a roof that will survive the next 20 years and a sustainability program. Bob Giesler is working with ISG, a local architect service, to look at the roof. President Hagedorn thought she remembered the roof could not hold solar panels. John Berry remembers the weight could present a problem. Nick reached out to City Hall maintenance staff earlier, but did not get an answer to that question.

## **Departmental Reports**

Some reports are included in the packet.

- Nick Rossman, Technical Services—the department is busy with interlibrary loan, ordering and invoicing. Department Librarian Kim Mashek is investigating a digital literacy grant opportunity with colleagues at UNI and HCC libraries.
- Amy Rousselow—Marketing
  - Giving Campaign—Giving Tuesday is December 1. Amy has drafted a letter and has developed an entire social marketing campaign to launch on December 1. The campaign materials will be sent to financial advisors and funeral directors and will be visible on social media and in the monthly newsletter. President Hagedorn thanked Amy for her wonderful job in creating the campaign documents and content.
  - RFP for Website—a copy of the RFP for soliciting bids for a Content Management System are included in the packet. This system would replace our current website and the hodgepodge of systems that are not always compatible with each other. It would be a robust website capable of supporting all five of our current products, including our integrated event and room management system and third party vendor databases. It would be capable of marketing our collection. Library Market is one company that will be solicited for a bid. Ames and Des Moines Public both use Library Market and are pleased with them. Library Market works with libraries and knows libraries' needs. They would provide on-going support. An upfront cost would be approximately \$30,000-\$35,000 with an annual fee of \$2,500. The RFP is almost complete and ready to be mailed. President Hagedorn said it is a wonderful idea and will help the library grow in the future.
- Bob Giesler, IT—is looking at building WIFI outside of the building. Users should be able to pick up our WIFI two to three blocks out on several sides of the building. Nick reported he could pick up the library's WIFI at W. 3<sup>rd</sup> and Jefferson streets with a great connection speed.
- Jillian Rutledge, Adult Services—added to her written report that all ten of the hotspots are currently checked out. One patron has been charged for not returning one. The fines are \$5 per day and \$100 replacement charge. Definitely more could be purchased and would circulate. The device is \$15 with a \$10 a month service charge. Checkout period for the hotspots is two weeks.
- Kim Chapman, Business Office—three gifts have been received, including the Jack Petsche Estate, a memorial for Lois Brimmer from her son's coworkers, and a gift from Pat and Sally Kelly through Ameriprise.
- Lori Petersen, Youth—the storywalk at Washington Park held October 31 worked well. A virtual tour of the library was given to Orange Elementary students. A very popular program, Haunted Library Tour, was done virtually this year. There have been over 600 hits on it on the website. The DIB (Diversity, Inclusion and Belonging) committee has handed off several ideas to Nick.

### **Referred for Board Action**

- Travel (virtual conferences)—**motion by Kathleen Wernimont, second John Berry**
  - Kim Mashek, ILA Annual Conference, October 15, 2020, \$50
    - Roll Call
      - Larry Bjortomt: yes
      - Ivy Hagedorn: yes
      - Cindy Wells: absent
      - Kathleen Wernimont: yes
      - John Berry: yes

### **Unfinished Business**

- L/M Communications—October 22, 2020, meeting minutes are included in the packet. The Labor/Management Committee has planned the staff in-service.

### **New Business**

- John Berry wondered how staff coverage is during COVID times. Nick responded that staff is being staggered, are spread out through the building and are given the option to work from home. John asked if furloughs or staff layoffs have been communicated through the City. No, they have not. There is a special COVID sick leave for staff who are sick, need to quarantine, or need to stay home with their kids because of virtual learning.
- The new Iowa Reads title was released today. It is Little Faith by Nickolas Butler.

### **Next Meeting Date**

- January 14, 2021, Noon

### **Adjournment—motion by Kathleen Wernimont, second by John Berry**

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

The meeting adjourned at 12:51 PM.