



**WATERLOO PUBLIC LIBRARY—Board of Trustees—July 8, 2021—Meeting Room A**  
**Submitted by Kim Chapman**

Members present: Larry Bjortomt, Ivy Hagedorn, Cindy Wells, John Berry, Kathleen Wernimont

Members absent:

Others present: Jillian Rutledge, Bob Giesler, Lori Petersen, Sheryl McGovern, Kim Chapman,  
CWA Representative Endya Johnson, CWA Representative Carolyn Sallis, Council  
Liaison Margaret Klein, Council Liaison Pat Morrissey

The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:03 PM.

**Approve Agenda**—*motion by Cindy Wells, second by John Berry to approve the agenda as presented.*  
Motion passed.

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

- Pat Morrissey asked if the library is a designated drop-off site for the downtown scooters. The library will be a nest. They can be picked up here, but they do not need to be replaced here. Pat asked if the very top of the roof structure is expected to be cleaned; will a retardant be put on the building to keep it from staining? We will need to check with Greg Ahlhelm.

**Approval of Minutes of the June 10, 2021, Regular Meeting and June 23, 2021 Special Meeting**—*motion by Kathleen Wernimont, second by Cindy Wells to approve the minutes as presented.* Motion passed.

**Financials**

- **Updates**—it is the end of the fiscal year and it appears there is left-over personnel money, but the remainder of the general fund budget has been spent. We are waiting for the official report from the City's finance office.
- **Current Bills (bills paid June 2021)**—*motion by Kathleen Wernimont, second by John Berry to pay the bills as presented.* Motion passed.

**Statistical/Usage Report**

- The statistical/usage report was reviewed. Statistics are slowly moving back up with an increase in every category. Jillian reported the second busiest door count since the library reopened was Tuesday of this week. The evening numbers were as steady as the numbers throughout the day.

**Director's Report**

- COVID Update—there is no update/changes from last month.
- Budget Update—there is nothing new to report.

- Staffing Update—three 29-hour assistant positions will become vacant within the next six weeks. Long-time staff member Tim Kuhlmann will retire August 20. Kim Camarata is going to Vinton-Shellsburg Schools as a teacher librarian, and Megan Capek has accepted a position with the Urbandale library. All personnel requisition forms were submitted to City Hall today. The procedure to fill these positions, if approved by the Personnel Requisition Committee, will be internal postings first. There are two 20-hour assistants who are eligible to move to these positions. If they choose to do that, then their positions will become open. We will be short 87 hours until the three 29-hour positions are filled. With vacations coming up, there will be times when staffing will be tight.
- Miscellaneous—nothing more to report.

### Departmental Reports

- Reports are included in the packet.

### Referred for Board Action

1. Travel—*motion by Kathleen Wernimont, second by John Berry.* Motion passed.
  - Jillian Rutledge ALA Annual Conference & Exhibition Virtual, June 23-29, 2021, \$285
  - Becky Miller, ILA Leadership Refresher Workshop, July 14, 28 and 29, 2021, \$50
2. Approval of Library Card Policy—*motion by Cindy Wells, second by Kathleen Wernimont.* Discussion. A limited access card is being added to the current policy on recommendation of the DIB (Diversity, Inclusion, Belonging) Committee, which will make access to checking out library materials easier. Motion passed.
3. Approval of Passport Acceptance Policy—*motion by Kathleen Wernimont, second by Cindy Wells.* Discussion. Library hours are more convenient for those applying for a passport than hours at the courthouse. The policy change is updating to current library operating hours. Application fee for a passport is \$35. There are 15 staff members who originally completed the passport training and will need to go through the process again. September 1 is the tentative start date to offer this service. Motion passed.
4. Approval of Social Media Policy—*motion by Cindy Wells, second by Kathleen Wernimont.* Discussion. This is a new policy that protects the library if something needs to be removed from a social media posting. Motion passed.
5. Approval to extend open hours on Wednesday, July 28, until 8:00 PM for RABGRAI and allow Experience Waterloo to use the meeting rooms as a medical center until 11:00 PM—*motion by Kathleen Wernimont, second by Cindy Wells.* Discussion. Custodial staff will be in during the day to keep the restrooms clean. The meeting rooms/medical center will be staffed by MercyOne . Motion passed.
6. Approval to close September 24 for Library Staff In-Service Day—*motion by Kathleen Wernimont, second by John Berry.* Discussion. Labor/Management is planning the in-service. Motion passed.
7. Approval to apply for ARPA (American Rescue Plan Act) Grant—*motion by Kathleen Wernimont, second by John Berry.* Discussion. This is a \$5,000 grant from the state library. Plans are to divide the grant equally for a space needs assessment and to purchase a solar charging bench. Motion passed.
8. Set Fiscal Year 2022 Meeting Dates—*motion by Cindy Wells, second by Kathleen Wernimont.* Discussion. Set monthly meetings for the second Thursday of the month at noon with no meeting scheduled for August and December. The November meeting will be held November 4, because the second Thursday is Veterans Day holiday. Motion passed.

**Unfinished Business**

- Director Search—Cindy Wells will keep the staff updated on the director search process by emailing through Kim C. She reported John Keister visited with the staff and Board on June 28; everyone was encouraged to visit with him. He is working on the website. The first payment of \$6500 was paid from Community Foundation of Northeast Iowa gift funds; there was no surplus in the general fund budget to apply towards the payment. Becky Miller will replace Kim Camarata on the director search committee.
- L/M Communications—June 17, 2021, meeting minutes are included in the packet.

**New Business**—nothing.

**Next Meeting Date**

- September 9, 2021, Noon

**Adjournment**—*motion by Kathleen Wernimont, second by John Berry.* Motion passed.

The meeting adjourned at 12:33 PM.