



WATERLOO PUBLIC LIBRARY—Board of Trustees—January 14, 2021
Submitted by Kim Chapman

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

Members absent:

Others present: Nick Rossman, Amy Rousselow, Bob Giesler, Lori Petersen, Jillian Rutledge, Kim Chapman, Deb Aalfs, Councilperson Margaret Klein, Councilperson Pat Morrissey

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

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:03 PM. The meeting was held virtually due to social distancing guidelines during the COVID-19 pandemic.

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

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

[12:04 PM, Cindy Wells logged in]

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

Oral Comments of Board Members, Staff and the Public

- Kathleen Wernimont wondered why the annual gift from the Friends of the Library was sent to the Community Foundation of Northeast Iowa as noted in the Departmental Reports instead of deposited to the Waterloo Community Foundation. Kim Chapman responded the check was written to the Community Foundation of Northeast Iowa, and Nick Rossman responded the Friends give the annual gift with intentions of being used to purchase materials. The account at the Waterloo

Community Foundation is not set up to be spent from; funds at the Community Foundation of Northeast Iowa can be spent.

Councilperson Klein commented she has been asked by members of the community when the library would be reopening.

Approval of Minutes of the November 12, 2020, Regular Meeting—motion by Cindy Wells, second by Kathleen Wernimont

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

Financials

- Updates—December 2020 City financial documents were included in the packet and reviewed.
- Current Bills (bills paid November and December 2020, including gift)—**motion by John Berry, second by Kathleen Wernimont**
 - Roll Call
 - John Berry: yes
 - Larry Bjortomt: yes
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes

Statistical/Usage Report

- We recently received the past three months of magazine check-out statistics. The company we worked with was sold, so we are working with new staff, but should be on track to receive future statistics. WPL Circulation is physical items only; downloadable books is a separate category. Cindy Wells wondered why e-materials are not circulating better; are we reaching everyone? Nick will share an article recently forwarded by Morgan Gleason, a WPL staff member, regarding why people may not be reading during the pandemic:
<https://www.vox.com/culture/2020/5/11/21250518/oliver-j-robinson-interview-pandemic-anxiety-reading>

Director's Report

- COVID Update—Nick reported citizens are also asking us to be open. We would like to be open, but the county is still at high risk for Covid. If people would come in, browse, check out and leave, that would be ideal. But during the short 10 days we were open in October, some would come in, settle in, remove their masks and expect to stay for a while. We will wait until the county has moved back to a moderate risk for a period of ten days. Councilman Morrissey asked if the library falls under the category as a department following the mayor's orders for being closed. He asked if the staff is staying healthy. Nick reported there has been no spread within the building, but some staff have been sick from outside the building. There is a handful of staff still working from home, but most have returned to work inside the building. Nick pointed out 100% of checkouts is being done by the staff, whereas before the building closed, people could check out their own using the self-checks.

John Berry would like to see the building reopened, but feels waiting for the vaccine is smart. Kathleen Wernimont agreed reopening should happen when it becomes safe to do so.

- Website RFP Discussion—shared in the packet is a comparison document from the two companies who responded to the RFP for building a new library website. Four RFPs were mailed out. LibraryMarket responded with the lowest cost and included everything we asked for in the proposal. They have built websites for other libraries. Spinutech provided the second proposal. They do not work specifically with libraries. Funding for this project and the first year maintenance would come from state library money that has built up over the years. That includes building the website and training staff to use it. The annual cost would be paid from our general fund budget.
- Fiscal Year Review—included in the packet is a FY20 annual snapshot report. Nick pointed out physical checkouts were down in FY20 due to the pandemic, but only by 13% from the previous year.
- Budget Discussion—so far only introductory work has been done. We were asked to submit a flat budget with the overall askings to not be any greater than the current fiscal year. Health premiums are expected to increase for FY22. The unions will be negotiating raises as that was one item to be reopened for the third year of the current contract, but there has been no news on that. Councilman Morrissey feels submitting a flat budget indicates the library is fine and that it doesn't need anything more. He feels the library board should be more aggressive so the City's citizens receive what they deserve. President Hagedorn also felt the library should be more aggressive in building its budget. Nick responded a goal is to begin looking at our budget earlier in the budgeting process.
- CIP Requests—Nick attended a CIP meeting Monday where our list was reviewed. We asked for additional hotspots, but they have an additional annual charge, so it not something considered as a CIP item. Most of what was on our list will become an item on the Building Maintenance CIP list, including remodel of the second floor restrooms, carpeting for the first floor, removal of the remaining vinyl on the first floor walls, a more energy efficient front door and upgrade of the public elevator. Councilman Morrissey commented Building Maintenance does have money for power washing the top of the library, but tuckpointing needs to be done first.
- Miscellaneous
 - Commercial Street reconstruction will take place this summer, including the sidewalk, but no dates have been set. The timing of RAGBRAI will have some influence on the project. The Commercial Street entrance to the parking lot will be closed off during the project.
 - Nick and CF Library Director Kelly Stern presented the county libraries' proposal to the county supervisors, who approved a 3% increase for library service for FY22.
 - Staff updates—Roxanne Wirtz, a 22-year employee, retired the end of December as a 29-hour employee. Roxanne always had a positive attitude. Paperwork has been submitted to the personnel requisition committee to fill the position. Dusty Sanboeuf has been hired to fill the 20-hour library assistant position. Some library staff submitted and presented a webinar for the state library. Some are involved in the family literacy program with HCC. Nick has been accepted into the All State Foundation nonprofit leadership program. It will be held virtually with 5 days each during January, February and March.

Departmental Reports

Reports are included in the packet.

- Lori Petersen, Youth—Kids Kitchen was held virtually with 100 attending. Teens Dungeons and Dragons continues as a strong program. Choose Your Own Adventure book club will be launched

soon. The youth staff is revamping storytime for more interaction. It will be recorded, and children will be able to pick up craft bags so projects can be done together virtually.

[12:50 PM, Larry Bjortomt logged off]

- Jillian Rutledge reported we have received tax forms that can be printed and picked up by patrons at curbside.

Referred for Board Action

- Travel (virtual conferences)—**motion by Kathleen Wernimont, second John Berry**
 - Lori Petersen, *Library Services for Homeschoolers*, University of WI—Madison, February 9 & 16, 2021, \$45
 - Kim Mashek, COSUGI 2021 Virtual Conference, April 27-April 29, 2021, \$100
 - Roll Call
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes
 - John Berry: yes

Unfinished Business

- L/M Communications—December 3, 2020, meeting minutes are included in the packet.

New Business

- Thirteen of sixteen director evaluations have been received by Ivy. She and Cindy Wells are responsible for the director evaluation.

Next Meeting Date

- February 11, 2021, Noon

Adjournment—motion by Kathleen Wernimont, second by Cindy Wells

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

The meeting adjourned at 1:00 PM.