



## **WATERLOO PUBLIC LIBRARY—Board of Trustees—March 11, 2021**

**Submitted by Kim Chapman**

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

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:01 PM. The meeting was held virtually due to social distancing guidelines during the COVID-19 pandemic.

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

### **Approve Agenda—motion by Cindy Wells, second by John Berry**

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

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

- Larry Bjortomt asked if we are accepting and receiving books for the Friends of the Library. We are, and as reported by Jillian, there is a great sale now where DVDs are 10 cents each, or 12 for one dollar.

### **Approval of Minutes of the February 11, 2021, Regular Meeting—motion by Larry Bjortomt, second by John Berry**

- Roll Call

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

### Financials

- Updates—February 2021 City financial documents are included in the packet. Ivy Hagedorn asked about the \$13,000 payment to Library Market; that is a partial payment to the company developing our new website. Ivy asked about the \$10,000 payment to Midwest Tape; that is payment on account for our Hoopla digital content.
- **Current Bills (bills paid February 2020, including gift bills)—motion by Cindy Wells, second by John Berry**
  - Roll Call
    - John Berry: yes
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
    - Kathleen Wernimont: absent
    - Cindy Wells: yes

### Statistical/Usage Report

- The statistical/usage report was reviewed. Nick pointed out a decrease in the digital collection checkout, but an increase in physical material checkout. Curbside is still being offered, but has dropped off.

### Director's Report

- COVID Update—the library is on the fourth week of being re-opened and all seems to be going well. Staff has been asked to track people needing to be reminded to wear a mask; that has been minimal. The biggest issue is those who sit down at a computer and remove their masks. Disposable masks are available to the public. When asked if the Board would like to meet in person for the April meeting Cindy Wells agreed it was time to meet in person. Others may reach out to Nick after the meeting.
- Budget Update—no update has been received from the City.
- CIP Update—no update has been received from the City.
- Board Training—included in the packets is Chapters 3-5 from the updated Iowa Library Board of Trustees Handbook. These chapters review Board responsibilities, hiring a library director, and approving and monitoring the budget. Nick would like to form a budget subcommittee this summer of himself, Kim Chapman and two Board members. They would work on creating a budget to give to the City Council in the fall. Ivy Hagedorn and Cindy Wells agreed to be a part of this subcommittee. Council Liaison Morrissey reminded Nick and the Board of the stimulus package signing, which provides money for state and local government. Some of this money should be considered for the Library.
- Miscellaneous
  - One staff member will be leaving to take a job with the Plainfield Public Library as director. We will advocate for filling this position and the 29-hour position that is open.
  - Meetings with Library Market have begun. The new website target launch is early September.

- A diversity audit of the library collection is about 10% finished. It took about 45 staff hours to complete for 200 items. Ingram Library Services could do this audit for us for a cost of \$3200. It would save a lot of staff time. We also found a free tool that would look specifically at youth titles. If there are no objections, we will go ahead with the Ingram service.
- Commercial Street will be under construction this summer, specifically in front of the library beginning late July/early August. The landscaping project will be put on hold until the construction is finished. Information was forwarded from Ritland-Kuiper Landscape Architects with a new landscaping plan that would match other downtown landscaping.
- The Diversity Statement is included in the packet and will be added to our website.
- The development director at the Community Foundation of Northeast Iowa contacted Nick wondering if the Board would be interested in discussing opening a true endowment fund. Ivy thought meeting with her would be fine in a couple of months after the Board begins to meet in person.
- The CFPL director reached out to Blackhawk County library directors regarding coordinating a countywide project through the Dolly Parton Foundation. Money is raised by the community to provide a free book per month to kids until they reach age 5. Over \$200,000 would need to be raised to begin the program. Local community organizations would be solicited for funding. Ivy asked that more information be forwarded.

#### **Departmental Reports**

- Reports are included in the packet.
- Nick Rossman, Technical Services—the Beth Haile memorial money is being used to purchase a lot of youth books.
- Jillian Rutledge, Adult Services—state legislators met virtually yesterday where librarians advocated for them to continue to fund the state’s libraries at the current rate.

#### **Referred for Board Action**

- **Travel—Motion by Cindy Wells, second by Larry Bjortomt**
  - Teresa Dahlgren, OverDrive *Digapoolza*, Librarian and Educator Virtual Conference, 3 half-days, August 3-5, 2021, \$39
    - Roll Call
      - Larry Bjortomt: yes
      - Ivy Hagedorn: yes
      - Kathleen Wernimont: absent
      - Cindy Wells: yes
      - John Berry: audio connection lost
- **Approval of 2021 Holiday Schedule—motion by Cindy Wells, second by Larry Bjortomt to close Veterans Day and the day after Thanksgiving**
  - Discussion—included in the packet is the City’s 2021 Holiday Schedule. Per the CWA contract, two holidays, Veterans Day and the day after Thanksgiving, are recognized as holidays, but it is understood the library may remain open on those days.
    - Roll Call
      - Ivy Hagedorn: yes
      - Kathleen Wernimont: absent
      - Cindy Wells: yes
      - John Berry: audio connection lost
      - Larry Bjortomt: yes

- Approval of Blackhawk County Contract for Public Library Service for FY22—**motion Cindy Wells, second by Larry Bjortomt**
  - Nick reported the contract is a 3% increase from FY21.
    - Roll Call
      - Kathleen Wernimont: absent
      - Cindy Wells: yes
      - John Berry: audio connection lost
      - Larry Bjortomt: yes
      - Ivy Hagedorn: yes

#### **Unfinished Business**

- L/M Communications—February 18, 2021, meeting minutes are included in the packet. The DIB (Diversity, Inclusion, Belonging) Committee is presenting monthly staff training with the Ryan Dowd videos focusing on customer service, with special emphasis on homelessness.

#### **New Business**

- Nothing.

#### **Next Meeting Date**

- April 8, 2021, Noon

#### **Adjournment—motion by Cindy Wells, second by Ivy Hagedorn**

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

The meeting adjourned at 12:39 PM.