



**WATERLOO PUBLIC LIBRARY—Board of Trustees—January 13, 2022—Virtual
Submitted by Kim Chapman**

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

Members absent:

Others present: David Eckert, Jillian Rutledge, Lori Petersen, Amy Rousselow, Bob Giesler, Kim Chapman, CWA Representative Carolyn Sallis, Councilperson Dave Boesen, Councilperson Rob Nichols

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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 the ongoing 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 Larry Bjortomt

- 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

- Cindy Wells welcomed David Eckert as the new Library Director.

Approval of Minutes of the November 4, 2021, Regular Meeting and Minutes of the November 9, 2021, Special 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**—the City financial sheets fiscal year to date January 12, 2022, are included in the packet.
- **Current Bills (October, November, December 2021)—motion by Cindy Wells, second by Ivy Hagedorn**
 - Roll Call
 - John Berry: yes
 - Larry Bjortomt: yes
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: absent
 - Cindy Wells: yes

Statistical/Usage Report

- The statistic report is not available this month.

Director's Report (by Jillian Rutledge)

- **New Council Liaison Introductions**—Dave Boesen is an at-large council member. Rob Nichols, also an at-large council member, is not present.
- **FY21 Fiscal Year Review**—document is included in the packets.
- **FY23 Budget Update**—Kim Chapman reported the budget information was received after the first of the year and due back to the finance office January 11. Some adjustments were made in line items, but the overall budget remained the same, except for increases in personnel. The personnel section of the budget was due in December.
- **CIP Requests**—two items were submitted for CIP requests: second floor restroom upgrade, which would not include an expansion of the restrooms, and an upgrade to the meeting rooms, including new carpeting, new sliding walls and possibly adding gates for after-hours use. Because a change in library policy allows for charging for-profit groups to use the rooms for a fee, the meeting rooms should be brought up to a nice standard. Estimates for both of these projects is \$200,000 each. Ivy Hagedorn asked Councilperson Boesen if these projects would fall into CARES money. He will check with Michelle Weidner.
- **Staffing Update**—the new director has started work. A 20-hour assistant position has been filled. A 29-hour librarian has resigned. There are three open positions, including the 29-hour librarian.

- Passport Acceptance Update—staff is going through the passport agent training. Passport application is now available at the library, but is not advertised yet. Applicants will pay a fee to the state department, in addition to a \$35 fee to the library. There will be a marketing campaign within the next couple of months. Applications will be handled in the office off the genealogy room on second floor.

12:17 PM Councilperson Rob Nichols logged in

- Funding Request to BH County Board of Supervisors—the county librarians presented to the County Supervisors on Tuesday requesting a 10% increase in funding from last fiscal year. More should be known within a couple of weeks.
- Dolly Parton Imagination Library—WPL will be participating as a community partner in this program. Any child in Black Hawk County from birth to age 5 can be enrolled by a parent. They will receive a free book each month. This is estimated to cost \$300,000 over five years. Funding will come from outside sources, including grants and private donations. There will be no money from the library budget given to this.
- Miscellaneous—nothing from Jillian. John Berry thanked Jillian for her time as interim director, expressing gratitude of appreciation for her hard work the past eight months.

12:21 PM Kathleen Wernimont dialed in

Departmental Reports

- Reports are included in the packet.
- Lori Petersen reported that in-person storytime will begin again on Wednesdays at 10:30. There will be special Black History Month storytimes at 10:30 on Saturdays during February with special guest readers.

Referred for Board Action

- **Travel—Jillian Rutledge, ILA Annual Planning Meeting, Johnston, IA, November 18, 2021, \$15—motion by Kathleen Wernimont, second by John Berry**
 - **Roll Call**
 - John Berry: yes
 - Larry Bjortomt: yes
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes
- **Approval of 2022 Holiday Schedule—motion by Kathleen Wernimont, second by John Berry**
 - **Roll Call**
 - Larry Bjortomt: yes
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes
 - John Berry: yes

Unfinished Business

- L/M Communication, November 18, 2021, Meeting Minutes were accidentally left off the packets, but were emailed to Board members earlier this morning.

- Ivy Hagedorn asked to be included in the 1:30 meeting on January 26 with David Eckert and Dr. Shana Stuart regarding the space needs assessment. Dr. Stuart will then present her final recommendation to the Board at the February meeting.
- Ivy Hagedorn asked if the landscaping contract will need to be rebid. Kim Chapman will check with the City Clerk.
- Rob Nichols reported he could Zoom into next month's meeting; he will be gone on vacation.

New Business

- At John Berry's suggestion, he and Ivy Hagedorn, who volunteered, will write a letter to be added to Jillian Rutledge's personnel file for her time spent as interim director.

Next Meeting Date

- February 10, 2022, Noon

Adjournment—motion by Kathleen Wernimont, second by John Berry

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

The meeting adjourned at 12:31 PM.