



WATERLOO PUBLIC LIBRARY—Board of Trustees—January 12, 2023—Meeting Room AB
Submitted by Kim Chapman

Members present: Cindy Wells, Ivy Hagedorn (Zoom), Larry Bjortomt (Zoom), Kathleen Wernimont (Zoom)
Members absent: John Berry
Others present: David Eckert, Kim Chapman, Jillian Rutledge, Becky Miller, Lori Petersen (Zoom), Deb Aalfs (CWA rep)
Council Liaisons: Dave Boesen, Rob Nichols

The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:02 PM.

Approve Agenda—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.

Oral Comments of Board Members, Staff and the Public

- No comments.

Approval of Minutes of the November 10, 2022, Regular Meeting—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.

Financials

- **Updates**—the City's Budget Performance Report is in the packet. All looks good and at an equal spending rate for this time of the fiscal year. A January 1-November 2022 financial report from the Waterloo Community Foundation is also included in the packet.
- **October, November, December 2022 Bills**—*motion by Ivy Hagedorn, second by Larry Bjortomt, to pay the bills as presented.* Motion carried.

Statistical/Usage Report

- All looks good. There is a steady increase from last year.

Director's Report

- **Grants Update**—David reported that most of the grant money applied for at five agencies was awarded, except for \$25,000. A check will come from BHCGA for 75% of the grant awarded, and the additional 25% will be paid when the project is finished. A letter of intent was submitted to the Otto Schoitz Foundation for a total of \$87,000 to make up the \$25,000 shortage and for furniture that is priced at more than was originally expected. Depending on the response from the Schoitz Foundation, other options include the John Deere Foundation, and the VGM charitable foundation as suggested by Councilman Boesen.
- **Staffing Update**—there were two retirements at the end of December: Mary Nadeau, Library Assistant, 19 years, who last worked in Tech Services; Bob Giesler, IT Manager, 5.5 years. The Assistant position was filled in-house by Susanne Laws, Library Aide, who was promoted to an Assistant. Permission has been received from the HR department to upgrade Susanne's open Aide position to Assistant.

- **FY24 Budget Update**—the budget was scrutinized closely to better align it with spending to make for fewer line item amendments in fiscal year 2024. An additional \$20,000 was added to the utilities line item. A furniture line item was added. Two new 29-hour positions were requested to better staff the library. Changes have been made to help with staffing, including moving the welcome desk and combining reference desks. Managers are on a Sunday rotation to also help with staffing. David engaged in a short conversation with Bridgett Wood, Finance Manager, who agreed that because of insurance, two 29-hour positions may be less to fund than a 40-hour position. Cindy would like to set up a meeting time with Bridgett regarding adding two positions.
- **Miscellaneous**—David spoke with ISG architect Nathan Compton regarding the building project. David plans to meet with Greg Alhelm, the City's Building Maintenance Department Head. The next step will be to sign a contract with the architect. Consensus among Board members is to allow David to sign the contract with ISG to be able to move forward on the project.

Collective Department Report

- The Collective Department Report is included in the packet.

Referred for Board Action

- **Travel**—none
- **Approval of 2023 Holiday Schedule**—*motion by Kathleen Wernimont, second by Ivy Hagedorn.* Discussion. The library will be closed on Veterans Day and the day following Thanksgiving, two holidays that the library could remain open. Motion carried.
- **Review & Approval of Board By-laws**—*motion by Ivy Hagedorn, second by Kathleen Wernimont.* Discussion. There are no changes in the By-laws, but a review is required for the state accreditation document. Motion carried.
- **Review & Approval of ADA Guidelines**—*motion by Ivy Hagedorn, second by Kathleen Wernimont.* Discussion. There are no changes from the current guidelines, but a review is required for the state accreditation document. Motion carried.
- **Approval to Submit RFP (Request for Proposal) Documents for Bid for ILS (Integrated Library System)**—*motion by Kathleen Wernimont, second by Ivy Hagedorn.* Discussion. The library is working with CFPL on the proposal as the system is shared equally by both libraries. Motion carried.

Unfinished Business

- **L/M Communication**—November 8, and December 15, 2022, meeting minutes are included in the packet.

New Business

- The Friends of the Library 2022 annual review was distributed.

Motion to Convene into Executive Session for Purpose of Director Evaluation as Requested by the Director—*by Kathleen Wernimont, second by Ivy Hagedorn.* Motion carried at 12:42 PM.

Motion to Convene into Open Session—*by Kathleen Wernimont, second Ivy Hagedorn.* Motion carried at 1:45 PM.

Next Meeting Date

- February 9, 2023, Noon

Adjournment—*motion by Kathleen Wernimont, second by Ivy Hagedorn.* Motion carried.

The meeting adjourned at 1:46 PM.