



**WATERLOO PUBLIC LIBRARY—Board of Trustees—June 8, 2023—Meeting Room AB  
Submitted by Kim Chapman**

Members present: Cindy Wells, Larry Bjortomt, Ivy Hagedorn (Zoom), John Berry  
Members absent: Kathleen Wernimont  
Others present: David Eckert, Kim Chapman, Keegan Little, Lori Petersen, Amy Rousselow, Deb Aalfs, Carolyn Sallis  
Council Liaisons: Dave Boesen, Rob Nichols (Zoom)

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:01 pm.

**Approve Agenda**—*motion by Larry Bjortomt, second by John Berry.* Motion carried.

**Oral Comments of Board Members, Staff and the Public**—None.

**Approval of Minutes of the May 11, 2023 Regular Meeting**—*motion by John Berry, second by Larry Bjortomt.* Motion carried.

### **Financials**

- **Updates**—it is the end of the fiscal year and it appears everything has been spent. Cindy Wells asked about the tax levy revenue and what portion could we possibly lose with the new state tax levy law. David responded the City would still receive the tax levy, but it might not necessarily be dedicated to the library. Cindy asked for clarification of the amount of the FY23 tax levy revenue. Councilman Boesen explained a little how state taxing has changed. The state bill has been signed but no one knows yet how this will work. Cindy would like to invite State Representative Timi Brown-Powers and Senator Bill Dotzler to the July meeting.

The quarterly report from the Community Foundation of Northeast Iowa is included in the packets.

- **April 2023 Bills & May 2023 Bills**—*motion by John Berry, second by Ivy Hagedorn to pay the April City and May gift bills as presented.* Motion carried.

### **Statistical/Usage Report**

- There is an increase in operating hours from last May to this May. The numbers are up. There are a lot of programs being offered. The summer programs are beginning.

### **Director's Report**

- **Building Project Update**—David met with the architects, Nathan Compton and Pam Johnson, a couple of days ago. The project plan should be finished by the end of this month, and bids put out next month. A special bid review meeting may need to be set up at the end of July. Ivy asked how much grant money was received. David said \$251,000 has been granted. There is money set aside in our endowment funds that could be used, or parts of the project could be done at a later time. John Berry said this could be a good naming opportunity for raising funds/donations.
- **Miscellaneous**—David reported staffing is slowly filling in.

### **Collective Department Report**

- The report is included in the packet. Councilman Nichols said the Bluey event was awesome and has heard all good comments about it.

### **Referred for Board Action**

- **Travel**—David Eckert, Kiwanis International Convention, June 21-23, 2023, Virtual, \$79. *Motion by John Berry, second by Ivy Hagedorn.* Motion carried.
- **Approve 5 year Bargaining Agreement with Communications Workers of America**—the City contracts were passed by the Council Monday evening. *Motion by Ivy Hagedorn, second by John Berry.* Motion carried.
- **Approval of 3% Salary Increase for Non-bargaining staff, including Mangers, Janitorial and Shelves**—*motion by Ivy Hagedorn, second by John Berry.* Motion carried.
- **Approval to Close Library September 15 for Staff Development Day**—*motion by Ivy Hagedorn, second by John Berry.* Motion carried.

- **Review Library Policies**—no changes to these policies. *Motion by John Berry, second by Ivy Hagedorn.* Motion carried.
  - **Confidentiality Policy**
  - **Emergency Closure Policy**
  - **Serving Wine and Beer Policy**
- **Amend Programming (and Display) Policy**—“Displays” is being added to the programming policy. *Motion by John Berry, second by Ivy Hagedorn.* Motion carried.
- **Amend Statement of Concern About Library Resources**—if a library-owned book is being challenged, this is the form someone would use. This policy was approved in 2020. Today’s request is to update and add the process to the policy. *Motion by Larry Bjortomt, second by John Berry.* Motion carried.
- **Approval of Public Participation Procedures at Library Board Meetings**—this is a new policy. David would like to make sure the Board is prepared if the Board is challenged at a meeting. The most important point is that the Board would not have to provide an answer to the public the day of the meeting. *Motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.
- **Amend Tardy Policy**—the current policy and the proposed policy are included in the packet. David explained the policy is made up of sections from the city handbook and the union contract. Carolyn Sallis, CWA representative, pointed out that an excused tardy is not addressed. Discussion. *Moved by Larry Bjortomt, second by John Berry, to accept the policy as written.* Motion carried.

#### **Unfinished Business**

- **L/M Communication**—April 20, 2023, and May 17, 2023, minutes are included in the packet.
- **Director Evaluation Form Revamp**—Cindy Wells and John Berry are reviewing the evaluation form.

**New Business**—None.

#### **Next Meeting Date**

- July 13, 2023, Noon

**Adjournment**—*motion by John Berry, second by Larry Bjortomt.* Motion carried.

The meeting adjourned at 1:16 pm.