



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—April 10, 2025—12:00 PM—Meeting Room A/B**  
**Submitted by Bethany Nelson**

Members present: Cindy Wells, Larry Bjortomt, Lynn LaGrone, Emily Hanson  
Members absent: John Berry  
Others present: David Eckert, Becky Miller, Jillian Rutledge, Lori Petersen, Amy Rousselow, Bethany Nelson, Carolyn Sallis, Seth, Sarah, Denise  
Council Liaisons: Dave Boesen

- I. **Call to Order**—The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:00 PM.
- II. **Approve Agenda**—*Motion by Emily Hanson, second by Lynn LaGrone to approve the agenda as presented.* Motion carried.
- III. **Oral Comments of Board Members, Staff, and the Public**—Denise stated that when staff receive the board agenda, its contents without context can cause staff panic. She requested more transparency.
- IV. **Approval of Minutes**—*Motion by Lynn LaGrone, second by Emily Hanson to approve the March 13, 2025 Regular Meeting minutes as presented.* Motion carried.
- V. **Financials**
  - A. Updates—Emily asked if the balance of the levy reserve account could be added to the Board's monthly financial reports. Cindy agreed and requested that at least the total amounts be added, if not transaction reports. *Motion by Emily Hanson, second by Lynn LaGrone to have the levy reserve account balances added to financial reports received by the Board beginning July 1, 2025.* Motion carried.
  - B. *Motion by Emily Hanson, second by Lynn LaGrone to approve payment for the March 2025 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—David reported that the door count and circulation numbers were up. Magazine usage has held steady. Lynn asked why fewer titles had been added. David provided clarity on library standards for weeding and adding to the collection. Emily praised good youth attendance numbers with spring break programs.
- VII. **Director's Report**
  - A. Informational Updates
    1. FY25 Budget Update—The budget proposal from the City remains the same as the last one sent out. It will go to the City Council for approval on April 21. David reported that on the City's public budget simulator online, there is a space to leave public comments. Bridgett Wood stated at a Council meeting that most of

the comments they receive ask that the library's budget not be cut, so it was great to see that support.

2. Miscellaneous—David reported business as usual as we begin to wrap up the fiscal year.

B. Collective Department Report—Included in the packet. No questions raised.

C. Referred for Board Action

1. Review Social Media Policy —*Motion by Lynn LaGrone, second by Emily Hanson to approve the Social Media Policy.* Motion carried.
2. Approve Change in Library Hours—David presented a proposed plan to close on Sundays from Memorial Day weekend through Labor Day weekend and explained the rationale behind the change, including being short-staffed on weekends and the City's reasoning that holding off on hiring a replacement for the one remaining library aide position will allow us to "build savings" and update that position to a library assistant. The timeline could be discontinuing extra hours in July as was originally communicated in the extra hours ask, then going to personnel requisition in August for a September start for a new library assistant. Some discussion followed on how many hats library staff have to wear and Sunday hours of other libraries. *Motion by Emily Hanson, second by Larry Bjortimt to approve the revised policy.* Motion carried.

VIII. **Unfinished Business**

- A. Advocacy Update—Cindy reported that she received the impact report document from EveryLibrary this week. It will be distributed to Iowa librarians and EveryLibrary followers soon and highlights the consequences of the levy legislation. David reported that the two bills of concern to the library were dead but could potentially still be tacked onto other bills.

B. L/M Communication

1. March 20, 2025 Minutes were included in the packet. No questions raised.

IX. **New Business**

- A. Emily brought cupcakes to thank the staff on Library Workers Week.

X. **Next Meeting Date**—May 8, 2025 at Noon.

XI. **Adjournment**—*Motion by Emily Hanson, second by Lynn LaGrone.* Motion carried. The meeting adjourned at 12:39 PM.