



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—May 8, 2025—12:00 PM—
Meeting Room A/B
Submitted by Bethany Nelson**

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

- I. **Call to Order**—The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:02 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**—None.
- IV. **Approval of Minutes**—*Motion by Lynn LaGrone, second by Emily Hanson to approve the April 10, 2025 Regular Meeting minutes with a typo revision changing an instance of “the” to “that.”* Motion carried.
- V. **Financials**
 - A. Updates—David reported that the Library is making a concerted effort to amend all over-budget lines, including personnel lines and utilities. He explained some of the restrictions around moving money from one fund to another. Overall, the final figures are looking on track with our pace through the fiscal year. John Berry asked for clarification on how many gift funds the Library has at the Waterloo Community Foundation; there are three.
 - B. *Motion by Emily Hanson, second by John Berry to approve payment for the April 2025 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—David reported that staff added quite a few new titles and that youth program attendance and the door count were up from last year. He highlighted great numbers for tech classes, especially since Sindhu offered well-attended Excel classes for City employees.
- VII. **Director’s Report**
 - A. Informational Updates
 1. Building Renovation Project Update—David contacted Greg Ahlhelm in the Building Department to ask what process was needed to seek contractors to put in the storytime room window. David is now waiting on bids from three contractors for this work and will bring them to the Board in June. The Library has not received word yet on grants from Guernsey Charitable Foundation or Van G. Miller Family Charitable Foundation.

2. Labor/Management Training—David reported that after some difficulty finding a day that worked for all staff to be present, he and labor representatives and trainers landed on August 13, 2025. The Library will close from 1-8 PM with training taking place from 1-5 PM.
 3. Miscellaneous – none.
- B. Collective Department Report—Included in the packet. No questions raised.
- C. Referred for Board Action
1. Review Behavior Policy—David explained the changes. Cindy Wells stated that she gets occasional comments on individuals sleeping in the Library. David stated that the bedding clause may help and will address the main staff concern of patrons covering their heads and hands. There was some discussion on individuals experiencing homelessness in the Library and what resources might be available to them. Larry Bjortomt asked if staff ever have to wake sleeping patrons. Becky stated that the most frequent cause of needed to wake up a patron is excessive snoring, and Dusty commented that most are pleasant during those interactions. Dave Boesen asked if the library has problems with patrons bringing their belongings into the library and introducing pests. David said this can be an issue, but there was no clear way to specify a belonging limit. *Motion by Larry Bjortomt, second by John Berry to approve the Behavior Policy.* Motion carried.
 2. Approve Strategic Planning Consultant Recommendation—David contacted six different strategic planning companies for proposals, which the management team reviewed. In light of concerns about the Library’s fiscal future in the next five years, managers expressed hesitation about spending a large amount on a plan we may not be able to financially execute. The group landed on Quad City Leadership Consulting as their final recommendation. QCLC carries out six focus groups, is on-site quite a bit during the process, and was the least expensive option. John Berry asked how long the strategic plan will be active; the Library’s current plan covered six years, and this will cover three. Lynn LaGrone and John Berry asked about general preparedness at this point to undertake this process. David explained that staff discussed what we could accomplish without an outside firm but have too many time constraints and that we need a strategic plan for accreditation. *Motion by Lynn LaGrone, second by John Berry to approve Quad City Leadership Consulting as the Library’s strategic planning consultant.* Motion carried.
 3. Approve Library Closure on September 12, 2025 for Staff Training Day—*Motion by Lynn LaGrone, second by John Berry to approve the Staff Training Day closure.* Motion carried.
 4. Approval of FY26 Budget—Cindy distributed copies of past meeting minutes to help clarify her concerns with transparency and FY25 levy use. She also expressed that she would like a revision to the comments section of the FY26 budget where it states “Library board has expressed they do not wish to use the cash this year.” Some discussion on reserve funds and revenue-generating funds followed. *Motion by Emily Hanson, second by John Berry to approve the FY26 budget with a revision made to the 204-33-3100-3000 line comment to read “Library board has expressed they do not wish to use the levy cash reserves this year.”* Motion carried.
 5. Approval of 3% Salary Increase for Nonbargaining Employees Effective July 1, 2025—David explained that union staff receive this increase in their contract, and this is generally also given to nonbargaining staff. John Berry asked if we have the

money to cover this. David answered that yes, this was included in our budget.
Motion by Emily Hanson, second by John Berry to approve a 3% salary increase for nonbargaining staff, effective July 1, 2025. Motion carried.

VIII. **Unfinished Business**

- A. Advocacy Update—Cindy reported that legislators are currently working on a property tax bill that does not have the levies included, so at this point, they are hoping it does not pass. The EveryLibrary campaign is still active.
- B. L/M Communication
 - 1. April 17, 2025 Minutes were included in the packet. No questions raised.

IX. **New Business**

- A. John Berry asked if the library has looked into motion sensor lighting to lower the cost of utilities. David stated that this has not been explored due to the initial cost of getting it set up and the difficulties of getting a sizeable lift into the building.

X. **Next Meeting Date**—June 12, 2025 at Noon.

XI. **Adjournment**—*Motion by Emily Hanson, second by John Berry. Motion carried. The meeting adjourned at 12:53 PM with a board training session on Summer Library Program preview with Lori and Dusty following.*