



WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—June 12, 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, Dusty
Council Liaisons: Dave Boesen, Rob Nichols (Zoom)

- 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 Lynn LaGrone, second by Larry Bjortomt 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 Larry Bjortomt, second by Lynn LaGrone to approve the May 8, 2025 Regular Meeting minutes and May 12, 2025 Special Meeting minutes as presented.* Motion carried.
- V. **Financials**
 - A. Updates—David reported that we are approaching the end of the fiscal year. Bethany and David are preparing final amendments. They were able to purchase some youth area furniture and computer items with remaining funds. Bethany went to Kim Bahr at the Finance Department with the Board's requests from past meetings, and Kim will provide the levy amounts and the restricted fund amounts each year. She already made the edit to the comment on the levy fund portion of the FY26 budget.
 - B. Proposed New Budget Format for Board Packets—David explained that he thinks the City's report format of the budget makes it difficult to tell how much money is available for any one specific thing due to accounts appearing under multiple funds. He has created a new format for the budget that compiles the duplicate account lines into one to make it easier to tell. General consensus was that this view was helpful, so David and Bethany will create this for the board packets starting in the new fiscal year.
 - C. *Motion by John Berry, second by Lynn LaGrone to approve payment for the May 2025 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—David highlighted that numbers were up in customer service at the circulation desk, and youth programming numbers will be up soon for summer.
- VII. **Director's Report**
 - A. Informational Updates
 1. Strategic Planning Committee Board Representatives—David asked if there were any board volunteers to serve on the strategic planning committee. Kevin James

from Quad City Leadership Consulting is working with library staff to get the online survey off the ground now to capitalize on summer traffic, but the committee work will primarily take place in late summer and fall. Emily and Cindy volunteered.

2. Miscellaneous – none.

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

C. Referred for Board Action

1. Review Collection Development Policy and Statement of Concern – David explained that the Statement of Concern is now an official policy instead of an accompanying document. John Berry asked about the AI clause, and Jillian reported that there was some AI created and orated content in a digital collection so they felt they should add it. *Motion by John Berry, second by Lynn LaGrone to approve the Collection Development Policy and Statement of Concern Policy.* Motion carried.

2. Approve Contractor for Storytime Room Window Installation—David sought three proposals for the work. He requested that there be a section of the window that can be opened, unlike the new windows added in the youth area already. He got the names of the three companies for proposals from a contact person at Invision Architecture, so he feels confident in their work. Some discussion on cost variation and constriction bidding processes followed. Larry Bjortomt stated that they have used Koch at his church with good results. John Berry asked about adding a contingency, which David said he had planned for and could be paid with Friends gift or grant money if needed. *Motion by Emily Hanson, second by John Berry to approve Koch General Contractors to install the window in the storytime room.* Motion carried.

VIII. **Unfinished Business**

A. Advocacy Update—Cindy reported that at 2 PM, she will be having a Zoom meeting with EveryLibrary. The property tax bill did not go through, which is good, as it did not have the items we wanted in it. They are now entering year three of trying to restore the levy.

B. L/M Communication

1. May 15, 2025 Minutes were included in the packet. No questions raised.

IX. **New Business**

A. Rob Nichols asked if the library's WiFi was back up and running. David reported that things were working again off an older backup. Rob asked who we contract with for WiFi, and Jillian answered that the library uses Cedar Falls Utilities.

X. **Closed Session to Evaluate the Professional Competency of Employee Pursuant to Iowa Code Section 21.5(1)(i))**—*Motion by Emily Hanson, second by Lynn LaGrone to enter closed session at 12:35 PM.* Motion carried.

XI. **Exit Closed Session**—*Motion by Emily Hanson, second by John Berry to exit closed session at 1:35 PM.* Motion carried.

XII. **Next Meeting Date**—July 10, 2025 at Noon.

XIII. **Adjournment**—*Meeting adjourned at 1:36 PM.*