



WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—July 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, 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 12:01 PM.
- II. **Approve Agenda**—*Motion by Lynn LaGrone, second by Emily Hanson 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 Emily Hanson to approve the June 12, 2025 Regular Meeting minutes as presented.* Motion carried.
- V. **Financials**
 - A. Updates—David reported that the library was able to purchase six replacement computers and two pieces of furniture for the youth area with the FY25 budget. He felt the library was able to close out the budget year well.
 - B. *Motion by Lynn LaGrone, second by Emily Hanson to approve payment for the June 2025 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—David highlighted that programming numbers were strong with summer programs beginning. The door count may have been lower due to an outage of the door counting hardware. He highlighted youth desk customer service numbers and teen program attendance numbers as strong statistics for June.
- VII. **Director's Report**
 - A. Informational Updates
 1. Miscellaneous – David reported that the library received a \$1,000 tithe donation from Habitat for Humanity. Members of management have been reaching out to focus group participants. The library has enough grant and gift money at this point to do painting and new flooring in the storytime room, with a flooring quote from Riley's coming in with a "not to exceed" amount of \$8,000. The painting services can be added on to the window work already awarded to Koch General Contractors, with an NTE amount of \$3,000. David stated that he is still trying to move forward to the next part of the staff survey and sent out redacted responses to all staff members. He also sent out an email detailing the financial makeup of

the library and is drafting one to summarize management's work with Clohsey Consulting so far. These were in response to the questions posed at the labor/management committee meeting on June 26. Amy added that the library was awarded \$36,000 from the Van G. Miller Family Charitable Foundation to complete the final pieces of the youth and teen renovation.

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

C. Referred for Board Action

1. Set FY26 Meeting Dates—The board discussed moving ahead with the same schedule. *Motion by Emily Hanson, second by Lynn LaGrone to hold regular Board meetings at noon on the second Thursday of each month, with no meetings in August or December.* Motion carried.
2. Approve Gifts and Donations Policy—David explained that this was brought forward with no changes, as it was reviewed and revised three years ago. This was the same case with the Public Access Computer and Internet Policy, also on the agenda for approval. They are on this agenda as part of the library's accreditation standards. *Motion by Emily Hanson, second by Lynn LaGrone to approve the Gifts and Donations Policy as presented.* Motion carried.
3. Approve Public Access Computer and Internet Policy—Lynn asked if the library has had any outside inquiries regarding computer access and age restrictions. David stated that we have not and that ages are restricted by area in our policies. Dave Boesen asked about patrons viewing obscene or disturbing content, and discussion followed on the legality of policy that restricts that content. *Motion by Lynn LaGrone, second by Larry Bjortomt to approve the Public Access Computer and Internet Policy as presented.* Motion carried.

VIII. Unfinished Business

A. Advocacy Update—Cindy reported that she met with John from EveryLibrary, and they are entering phase three of their work, which includes reaching out to every impacted library and museum for a one-year update on the levy loss impacts.

B. L/M Communication

1. June 26, 2025 Minutes were included in the packet. Carolyn Sallis requested time to read a piece of staff correspondence. She read the message, which encouraged staff and union representation to thoroughly look through the last several pages of the labor/management minutes to understand the present concerns, frustrations, and low morale of library staff. Carolyn acknowledged David's recent communications and strongly recommended that the board review the complete staff survey results. Lynn asked for clarity on the number of union staff at the library and asked whether or not the upcoming labor/management training was mandatory. Discussion followed on the upcoming labor/management training day and the history of such trainings at the library, as well as discussion on ensuring it continues in the future as the library adds new staff. Emily Hanson asked that it be noted that the stated expectation of the board is for all library staff to attend.

IX. New Business

A. Future Staffing Considerations—Lynn raised an idea to add an agenda item titled Future Staffing Considerations to each regular meeting agenda moving forward, as the board knows that the levy cutoff is coming and would like to be prepared with a plan instead of reacting to it when it happens. This could include staffing changes, attrition, or reduction of

hours or services. David explained the current staffing levels at the library. The board liked the idea, and this will be added to future agendas.

- 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 Larry Bjortomt to enter closed session at 12:46 PM.* Motion carried.
- XI. **Exit Closed Session**—*Motion by Emily Hanson, second by Larry Bjortomt to exit closed session at 1:47 PM.* Motion carried.
- XII. **Motion to accept the end of employment of Executive Director, David Eckert effective immediately but define the nature of his departure on Monday, July 14, 2025 at a special meeting**—*Motion by Emily Hanson, second by Larry Bjortomt.* Motion carried with one abstention.
- XIII. **Next Meeting Date**—September 11, 2025 at Noon.
- XIV. **Adjournment**—*Motion by Emily Hanson, second by Larry Bjortomt to adjourn.* Motion carried. Meeting adjourned at 1:52 PM.