



**WATERLOO PUBLIC LIBRARY—Board of Trustees Special Meeting Minutes—July 14, 2025—9:00 AM—
Meeting Room A/B
Submitted by Bethany Nelson**

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

- I. **Call to Order**—The special meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 9:00 AM.
- II. **Approve Agenda**—*Motion by Emily Hanson, second by John Berry to approve the agenda as presented.* Motion carried.
- III. **New Business**
 - A. **Establish Terms of Library Director Exit**—Cindy stated that this will be a termination. David will receive 90 days of severance pay a payout for his earned and accrued vacation hours. He has received a letter of termination, and Cindy will provide one for his file. *Motion by Emily Hanson, second by Larry Bjortomt to approve the termination of employment of David Eckert, effective July 10, 2025.* Motion carried.
 - B. **Appoint Interim Director**—Cindy reported that she met with Sheryl McGovern and is bringing her forward as her recommendation for interim director. Cindy reported that Sheryl was an employee of the Waterloo Public Library for 32 years and worked as a shared director with the Cedar Falls Public Library, as well as a WPL department head. Cindy added that Sheryl is willing to stay as long as the search takes and would like to meet with every staff member to start. Emily suggested she meet with board members individually, as well. Cindy stated that Sheryl would be able to start work at 10 AM today. *Motion by John Berry, second by Emily Hanson to approve the appointment of Sheryl McGovern as interim director, effective July 14, 2025 at 10 AM.* Motion carried.
 - C. **Establish Details of Employment**—Cindy proposed a pay rate of \$2,000 per 40-hour workweek, basing this figure on discussion with Sheryl and her former pay rate as director. Funds are to come from the library's regular budget with utilization of levy cash reserves as needed as the fiscal year progresses. John Berry asked Lance Dunn if the terms and payouts for David Eckert are standard, which Lance confirmed. Dave Boesen asked Lance about benefit packages, which Lance stated he will discuss with Sheryl. John asked about the time length of the last director search, which Cindy stated was three to four months. *Motion by Emily Hanson, second by John Berry to approve the terms of the stated offer of employment for the interim director.* Motion carried.
 - D. **Determine Means of Director Search (Search Committee vs. Headhunter)**—Cindy reported that the last director search was carried out with the assistance of a headhunter, at a cost of \$19,500. Cindy stated her preference to carry out this search through an internal committee. Larry Bjortomt agreed. Dave Boesen asked how the search will be carried out nationally, and Amy Rousselow stated that the American Library Association has job

advertising packages that the committee could utilize. Emily Hanson asked Lance Dunn for his opinion on the two search options. He stated that bringing in an outside firm cuts out much of the tedious work for staff and board and stated the importance of finding the right firm to carry out the work. Amy added that the decision to hire John Keister & Associates for the last search was because he specialized in libraries and stated that it had provided a lot of time savings for the committee and all involved. John Keister is now retired. Discussion on the last search process followed. Emily stated that she would like to see a list of possible firms and fees with the intention of making a decision at the next board meeting. Amy will conduct a search for possible firms and gather proposals for the board's consideration.

IV. **Next Meeting Date**—August 14, 2025 at Noon.

- A. Cindy explained that while the board ordinarily does not meet in August, she would like to add a regular meeting to assist with the interim director's transition.

V. **Adjournment**—*Motion by John Berry, second by Larry Bjortomt to adjourn.* Motion carried. Meeting adjourned at 9:33 AM.