



WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—August 14, 2025—12:00 PM—Meeting Room A/B
Submitted by Bethany Nelson

Members present: Cindy Wells, Larry Bjortomt, Emily Hanson
Members absent: John Berry, Lynn LaGrone
Others present: Sheryl McGovern, 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 12:00 PM.
- II. **Approve Agenda**—*Motion by Emily Hanson, second by Larry Bjortomt to approve the agenda as presented.* Motion carried.
- III. **Oral Comments of Board Members, Staff, and the Public**—Dave Boesen thanked the library for holding the labor management committee training. Discussion followed on making the training a regular, planned event, possibly every two years.
- IV. **Approval of Minutes**—*Motion by Emily Hanson, second by Larry Bjortomt to approve the July 10, 2025 Regular Meeting minutes and July 14, 2025 Special Meeting minutes as presented.* Motion carried.
- V. **Financials**
 - A. Updates—The board reviewed the provided financial reports. On the budget sheet, it was noted that a few lines are already consumed at the start of the fiscal year due to existing contracts. The board would like to see another levy report in six months. Sheryl will be meeting with the Finance Department. It is possible that the levy funds are no longer required to be tied to personnel after a ruling from the attorney general, but Sheryl will double check that.
 - B. *Motion by Larry Bjortomt, second by Emily Hanson to approve payment for the July 2025 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—Sheryl is gathering year to year trends to report to the board on broader trends with the library's statistics.
- VII. **Director's Report**
 - A. Informational Updates
 1. Self-Check Machine Status – The library's existing self-check machines will reach their end-of-life at the end of this calendar year, after which point, Envisionware will no longer service them. There are three self-check machines in the library, with two near the circulation desk and one in the youth area. The total to replace all these machines is \$22,455, including initial maintenance and installation.

2. Strategic Planning Update

- a. Focus groups are meeting now, and staff will have an opportunity to add and discuss at the upcoming staff in-service day in September. The public survey is still live. Overarching takeaways from what has come in so far are that people do still come to the library to check out books and attend programs, but a lack of time is a barrier to library use.

3. Library Consultant Update

- a. Stephanie is suggesting two additional sessions for management staff. Feedback gathered from members of management indicated they did not feel the need for additional sessions. Sheryl suggested an option may be later sessions with all staff, and Cindy commented that the Board wanted to be sure to utilize all the services that have been paid for.

4. Miscellaneous

- a. Sheryl met with Mayor Hart and had good discussions on future financial concerns. The window installation in the meeting rooms was pushed back to September so the contractor could finish work in schools before students are back. Managers have been discussing new flooring options in all three meeting rooms on the first floor. To do all three would be approximately a \$19,000 cost addition to the existing flooring quote for just the storytime room, which could be paid from the general endowment. Dave Boesen asked if the room dividers in the meeting rooms could be refinished. Staff will look into it.

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

C. Referred for Board Action

- 1. Travel—Jillian Rutledge, Dusty, Nolan, Iowa Library Association Annual Conference, October 1-3, Sioux City, estimated cost of \$1,600 (registrations and hotels). *Motion by Emily Hanson, second by Larry Bjortomt to approve the listed travel.* Motion carried.
- 2. Determine Means of Director Search—The board discussed the provided search firm proposals from the two firms who submitted. The cost range for these services is \$30,000-\$40,000. Amy reported on ALA Job Board costs to advertise the position ourselves. It was noted that the Des Moines Public Library and Iowa City Public Library are both conducting a director search right now, so there may be some competition for candidates. The listed DMPL director salary range is \$138,500-\$197,000, and the ICPL range is \$111,217-\$176,259. Discussion on staff and volunteer time commitment, use of funds for a search firm, and possible search committee makeup followed. The board asked Bethany to coordinate a special Zoom meeting to vote on the salary listing for the director job post. *Motion by Emily Hanson, second by Larry Bjortomt to form a director search committee made up of four library staff members (including a union representative), two Waterloo Public Library board members, one Friends of the Library member, one representative from the City of Waterloo's Human Resources department, and one library professional not associated with the Waterloo Public Library.* Motion carried.

VIII. Unfinished Business

- A. Advocacy Update—Cindy reported that they are still working, and EveryLibrary will send out the follow-up survey to collect levy impacts.

B. L/M Communication

1. July 17, 2025 Minutes were included in the packet. The labor management training provided the day prior to this meeting was discussed as having been beneficial, and the board thanked Carolyn Sallis for organizing. The cost of the training will be shared between the union and the library.

IX. **New Business**

- A. Future Staffing Considerations—After a 29-hour library aide retired and a 29-hour library assistant resigned, the library sent requests to the City’s Personnel Requisitions Committee to add a 40-hour librarian position focused on teen services, as well as two 20-hour library assistants. Sheryl is still learning about the library’s staffing and financial situation and will bring suggestions and projections back to the board when she has them.
- B. The Endya Project—Miranda presented on the status of the memorial mural project in honor of Endya Johnson. The fund to pay for this project stands at about \$1,700. Ally Frame created the piece and did so at a reduced rate, having been moved by Endya’s legacy. Miranda presented the art and mockups of the piece in the youth area space.

X. **Next Meeting Date**—September 11, 2025 at Noon.

- A. It was noted that Sheryl will be out of the office on this date. Bethany will coordinate a new date, to be voted on at the August Zoom meeting along with the director salary vote.

XI. **Adjournment**—*Motion by Emily Hanson, second by Larry Bjortomt to adjourn.* Motion carried.
Meeting adjourned at 1:10 PM.