



**WATERLOO PUBLIC LIBRARY—Board of Trustees Meeting Minutes—September 18, 2025—11:00 AM—  
Conference Room  
Submitted by Jillian Rutledge**

Members present: Cindy Wells, Larry Bjortomt, Lynn LaGrone, Emily Hanson

Members absent: John Berry

Others present: Sheryl McGovern, Jillian Rutledge, Becky Miller, Amy Rousselow, Lori Petersen, Carolyn Sallis, Jordan

Council Liaisons:

- I. **Call to Order** – The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 11:01 AM.
- II. **Approve Agenda** – *Motion by Larry Bjortomt, second by Emily Hanson to approve the agenda with the amendment to add Approve Flooring Contract for Library Meeting Rooms.* Motion carried.
- III. **Oral Comments of Board Members, Staff, and the Public** – There were no oral comments from Board Members, Staff, and the Public.
- IV. **Approval of Minutes** – *Motion by Emily Hanson, second by Larry Bjortomt to approve the August 14, 2025 Regular Meeting Minutes and August 25, 2025 Special Meeting Minutes as presented.* Motion carried.
- V. **Financials**
  - A. Updates – 1% overspent in Personnel Budget per City Finance Department. They said it is nothing to be concerned with at this time but is a result of the former director payout and the current interim director salary. It was mentioned that the utilities bill seemed higher this month. Sheryl will investigate.
  - B. August 2025 Bills – *Motion by Larry Bjortomt, second by Emily Hanson to approve payment for the August 2025 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**— Hours were down compared to August 2024 and the reason for that is being closed on Sundays in August 2025.
- VII. **Director's Report**
  - A. Informational Updates
    1. Dolly Parton Imagination Library
      - a. Sheryl provided information that the DPIL program funding has been exhausted. There are about 1,300 Waterloo children enrolled in the program, which would equate to around \$36,000 per year to maintain. The Black Hawk County libraries have agreed to end the program 12/31/2025 due to insufficient funding. There was a brief discussion on marketing around town that has been seen. Amy Rousselow provided information that

the billboard company had been contacted by the national Dolly Parton Imagination Library program about advertising in areas where the program is offered. They are going to be taken off of the billboards. Cindy asked if enrollees would be notified that the program is ending. Sheryl will look into it.

2. Building Update

- a. CIP Letters of Intent have been received from the City. As we understand, City Building Maintenance has been working on receiving a quote for replacing the public elevator. We will be requesting 2nd Floor Public Restroom updates and additional Meeting Room upgrades. More information will be provided to the Board in October.
- b. Miscellaneous building updates: An old leak from a boiler was detected in the first floor ceiling. Building maintenance is aware and is working on it.
- c. Storytime room: The window is currently being installed.

3. Update on Levy Information

- a. Sheryl found the letter from the Iowa Attorney General's office regarding the levy and provided that information to the Waterloo City Attorney. The letter confirms that the levy funding can be spent however the Library Board determines, and does not have to be spent strictly on personnel. The current balance is around \$394,000. Library staff have been putting together a list of updates and purchases that are needed. Sheryl added that there are also some past Friends of the Waterloo Public Library gift funds that can be used. Emily asked that the management team prioritize the list for the board. Sheryl agreed and said that bargaining unit staff input would also be sought.

4. Credit Card Machine & Revenue

- a. City Finance has informed the Library that it is able to accept credit card payments for lost materials. There is a small percentage that will be charged by whatever payment acceptance platform that is used. Emily asked if the payment options would include Apple Pay and other cardless forms. Sheryl will look into it.
- b. Printing and photocopying fees are collected by the Friends of the Waterloo Public Library and the option of card payment will be presented at their next board meeting.

5. Marguerite Lybbert Gift

- a. The Library received a \$50,000 donation from the estate of former school teacher Marguerite Lybbert to be used for Youth Books and Programs in regards to farming and animals. Some discussion on how to use those funds occurred.

6. Strategic Planning Update

- a. Staff participated in the Strategic Planning session, along with Cindy and Emily, at the staff in-service on September 12, 2025. The four strategies identified were Funding & Sustainability, Operations & Infrastructure, Community Awareness, and Community Outreach. There are two upcoming Strategic Planning meetings that will take place with the consultant in the coming weeks, after which there should be some actionable items for the library to work towards over the next few years.

B. Collective Department Report

C. Referred for Board Action

1. Travel – None
2. Approve Circulation Policy
  - a. Mostly cleaning up some of the language, along with removing the introductory probationary period for new cardholders, as it is no longer needed. There is also an update to the Express Book collection, which are popular new releases, with changing the name to Trending Titles and increasing the checkout time from 1 week to 3 weeks (with no holds or renewals), based on patron feedback that 1 week is not long enough to finish some of these titles. Additionally, there was the addition of language surrounding access to Digital Collections.
  - b. *Motion by Emily Hanson, second by Larry Bjortomt. Motion carried.*
3. Revise Director Search Committee
  - a. Change from previously approved committee make up of 3 WPL Staff Members to 4.
  - b. *Motion by Emily Hanson, second by Larry Bjortomt. Motion carried.*
4. Confirm Cindy and Lynn as Representatives for Director Search Committee
  - a. *Motion by Emily Hanson, second by Larry Bjortomt. Motion carried.*
5. Approve Contractor for Refinishing Meeting Room Dividers and Flooring
  - a. Dividers: There has been ongoing discussion of using paint or using vinyl wallpaper. Two quotes were received, per City Finance policy (any expenditures over \$1,000).
    - a. \$3,100 for prep & paint from Midwest Wall Coverings
    - b. \$5,550 for prep & new vinyl from Midwest Wall Coverings
    - c. \$6,080 for prep & paint from Modern Painting, chose to not submit a quote for vinyl
    - d. Discussion about the pros and cons of vinyl or paint in terms of longevity and durability. Amy provided information from Building Maintenance and contractors about the feasibility of using wallpaper wrapping, as it is believed to have been factory installed.
  - b. Flooring: There is already grant funding secured for replacing flooring in Meeting Room C/Storytime room. The board previously approved a quote from Riley's Flooring for that project.
    - a. \$18,888 from Riley's for AB
    - b. \$31,061 from Fishsticks for ABC, including the comparable soundproofing layer
  - c. The Meeting Room upgrades CIP request mentioned earlier will include painting, ceiling tiles, and two windows for Meeting Rooms A and B.
  - d. *Motion by Emily Hanson to accept the flooring quote from Riley's and the painting quote from Midwest Walls Coverings, using General Endowment funds held at CFNEIA, second by Lynn LaGrone. Motion carried.*
6. Approve Director Job Description
  - a. The search committee had discussion about the required length of service. Other Iowa libraries have had difficulties in getting qualified candidates, based on their criteria. Discussion about the use of the word "prefers" as a qualification. Discussion about different levels of advertising available from

the American Library Association. The board preferred the Enhanced 30 Day Job Posting option.

- b. Motion to approve the job description with the removal of “prefers” under Required Qualifications, and to change the minimum years of experience from seven to five by Larry Bjortomt, second by Emily Hanson. Motion carried.*
  - c. Motion to change closing date to October 31, 2025 and remove “Anticipated start date is 30 days from the accepted offer” and advertise using the ALA Enhanced Job Posting for \$449 and the State Library of Iowa job board by Emily Hanson, second by Lynn LaGrone. Motion carried.*
7. Approve the FY26 County Contract
- a. Black Hawk County provides a lump sum to the 7 public libraries that is allocated based on a formula that is weighted by the number of actual circulations to rural patrons, not to exceed 50% of their annual budget. The County Finance Director and Sheryl have had some discussions on the formula and whether it needs to be updated. This should be addressed at the next Black Hawk County Libraries meeting.
8. *Motion to approve the FY26 County Contract by Lynn LaGrone, second by Emily Hanson. Motion carried.*

#### VIII. Unfinished Business

##### A. Advocacy Update

- 1. Cindy updated the board and attendees that there have been discussions with the directors of the affected libraries which will be provided to EveryLibrary to be put into information that can be distributed to state legislators.

##### B. Future Staffing Considerations

- 1. Sheryl updated the board and attendees that she is proposing some management updates including the removal of the Assistant Director position and moving some of that position’s duties back to the Director position. She is also proposing the addition of a Technical Services and Collection Manager. The Marketing Manager position will no longer supervise bargaining unit staff; instead those staff will be supervised by the Public Services Manager. Marketing will continue to provide guidelines for marketing materials and will also work on Community Awareness, as recommended in the Strategic Plan. Sheryl also recommended that management offices on the third floor be relocated to alternative locations within the building. Previously the third floor offices were rented, which could be revisited. One of the Reference Librarians will be retiring 12/31/2025. Sheryl is recommending that a Programming Librarian be submitted to the Personnel Requisition Committee to be approved.
- 2. Discussion about changing positions prior to the hiring of a new Director occurred, the ongoing nature of the strategic plan, and whether or not that will impact current staffing duties, and what comparable libraries have for organizational structure. Discussion was also had about who serves as the manager in charge in the absence of the Director, if the Assistant Director position is removed. Staff input regarding management positions was shared. This also shows the City that an attempt to make cuts is taking place. There was a reminder that the staffing of the library is under the purview of the Director, not the Board. A request for a more formalized plan for staffing restructure and job descriptions, and an

updated organizational chart for the proposed changes, along with salary recommendations.

C. L/M Communication

1. August 21, 2025 Meeting Minutes
2. A comment was shared that the Labor Management Meeting seemed productive.

IX. **New Business**

- A. The Director Search Committee has been working on identifying the three main priorities for a new director, as well as a rubric for evaluating candidates. The three priorities are fundraising and financial management, and management and leadership experience, and community engagement and creative programming.

X. **Next Meeting Date** – October 9, 2025, Noon

XI. **Adjournment**—*Motion by Emily Hanson, second by Larry Bjortomt.* Motion carried. The meeting adjourned at 12:10 PM.

Board Training Session following adjournment: Summer Library Program Recap with Amy