

**WATERLOO PUBLIC LIBRARY—Board of Trustees Meeting Minutes—October 9, 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: Sheryl McGovern, Bethany Nelson, Jillian Rutledge, Becky Miller, Amy
Rousselow, Lori Petersen
Council Liaisons: Dave Boesen

- 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 with the amendment to item 4 to read “preapproval for remaining youth department furniture” and the not to exceed amount listed in item 2 “preapproval for meeting room painting” changed to \$13,000.* Motion carried.
- III. **Oral Comments of Board Members, Staff, and the Public** – Cindy noted the John Berry is temporarily in South Carolina and will be joining virtually where possible.
- IV. **Approval of Minutes** – *Motion by Emily Hanson, second by Lynn LaGrone to approve the September 18, 2025 Regular Meeting Minutes with the amendment that item 2A lists the month of October, not September.* Motion carried.
- V. **Financials**
 - A. Projects & Funding Sources – Sheryl reported on the tracking spreadsheet for projects and possible funding sources that she and Bethany have worked on.
 - B. Restricted Cash Balances – Bethany presented the annual list of restricted cash balances provided by the finance department.
 - C. Follow Up Discussion on Utilities Billing – The usage and expenses were listed in this month’s collective department report. We used more kilowatt hours this year.
 - D. August 2025 Bills – *Motion by Emily Hanson, second by Larry Bjortomt to approve payment for the September 2025 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**— Hours were down compared to September 2024. New WiFi access points are not integrating properly into the tracking software yet.
- VII. **Director’s Report**
 - A. Informational Updates
 1. Update from IBIP Regarding Open Meetings

- a. The law has changed, and the director search committee will need to be cautious in making decisions that would replace a whole-board discussion. Options proposed included providing a numbered/ranked list of candidates to the board and being sure not to issue rejections to candidates before the board makes a final decision.

B. Collective Department Report

1. Included in the packet. No questions raised.

C. Referred for Board Action

1. Preapproval for Self-Check Purchase – Not to Exceed \$30,000, to come from Levy Reserves
 - a. Quotes for three different types of machines are being reviewed, but no decision has been made yet. The end of life for our current machines is 12/31/2025, and they will no longer be serviced at that time. The City Attorney confirmed that the board is not bound to spend the levy reserve funds on personnel. *Motion by Emily Hanson, second by Lynn LaGrone to authorize up to \$30,000 of levy reserve funds to be used to purchase new self-check machines.* Motion carried.
2. Preapproval for Meeting Room Painting – Not to Exceed \$13,000, to come from Friends of the Library's 2024 Gift
 - a. This will include removing all existing wall coverings and replacing with paint. The work will be carried out by Midwest Wallcoverings. *Motion by Lynn LaGrone, second by Larry Bjortomt to approve authorize up to \$13,000 of FoL 2024 gift funds to be used for painting of the 1st floor meeting rooms.* Motion carried.
3. Preapproval for Trending Titles Tables – \$3,000, to come from Friends of the Library's 2024 Gift
 - a. Trending Titles is a new collection and has been using an old table for now. Jillian Rutledge reported that she received quote from Library Furniture International for \$6,000 for one table and \$2,000 in freight charges. A library assistant was able to find woodworkers willing to craft two display tables for \$3,000 in materials cost. *Motion by Emily Hanson, second by Lynn LaGrone to authorize \$3,000 of FoL 2024 gift funds to be used for the construction of two display tables.* Motion carried.
4. Preapproval for Remaining Youth Department Furniture – Not to Exceed \$30,000, to come from Friends of the Library's 2024 Gift
 - a. Some of this money was initially earmarked to finish the youth area. Lori Petersen gave a prioritized list of what didn't get ordered from grant money, which includes chairs, stools, and tables. *Motion by Emily Hanson, second by Lynn LaGrone to authorize \$30,000 of FoL 2024 gift funds to be used for the remaining youth department furniture.* Motion carried.
5. Preapproval for New PCs for 2nd Floor (8), Teen Area (2), and Youth Area (8) – Not to Exceed \$17,000, to come from Infrastructure Restricted Cash
 - a. Infrastructure money has been supplied by the state, and historically was to help libraries as technology was emerging. The PCS in the youth

department and 2nd floor are problematic, so the suggestion is to replace those and add two back into the teen area. *Motion by Larry Bjortomt, second by Emily Hanson to approve authorize up to \$17,000 of infrastructure funds to be used for 18 new computers.* Motion carried.

6. Discuss for Adoption a Letter of Support Policy

- a. Cindy explained that when a situation arose, it was discovered that there was not one in place. Sheryl explained that the library receives a lot of requests, and that it may be procedure vs. policy at other libraries, as she couldn't find examples on other library pages. Discussion was had on wording and requirements. This will be kept as a procedure, not a policy.

VIII. Unfinished Business

A. Advocacy Update

1. Cindy reported that Billie is working on an updated survey to send out. The Imaginarium closed. The future of the Grout is dependent on continued levy funding.

B. Future Staffing Considerations

1. Emily commented that the explanatory packet from Sheryl was very helpful. Sheryl stated that she believes creating a flatter hierarchy would be good for many reasons. A Programming Librarian will be a revised position when a reference librarian retires at the end of the year. Next, Sheryl will sit down with each manager to go over their reviewed and standardized job descriptions, then they'll go to Human Resources to go through the salary matrix, then it will come to the board for approval.

C. L/M Communication

- a. September 18, 2025 Meeting Minutes – No questions raised.

IX. New Business

A. Board Training Suggestions for 2026

1. Sheryl asked if the board had any suggestions of things they'd like to see for trainings in 2026. Cindy suggested new collection additions, Emily stated a desire to hear from staff members on what they have going on, and Lynn expressed an interest in a rotating report from different departments. Lynn also stated that she doesn't mind hearing about challenges and concerns, as well as successes.

X. Next Meeting Date – November 13, 2025, Noon

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

Board Training Session following adjournment: Tech Services with Jillian