

WATERLOO PUBLIC LIBRARY—Board of Trustees Meeting

Minutes—November 13, 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
(Zoom), Amy Rousselow, Lori Petersen, Dusty, Jordan
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 Lynn LaGrone 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 Lynn LaGrone, second by Emily Hanson to approve the October 9, 2025 Regular Meeting Minutes.* Motion carried.
- V. **Financials**
 - A. Updates – Bethany reported that we are on pace for fiscal year spending and budgeting, and noted that Foundation balance statements were included for review.
 - B. October 2025 Bills – *Motion by Emily Hanson, second by Lynn LaGrone to approve payment for the October 2025 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report** — The Trending Titles collection may be part of improved circulation numbers. The door count was up slightly from last year.
- VII. **Director's Report**
 - A. Comparative Statistics Report

1. The State Report was just submitted, and it looks like there is an increase in cardholders but the database is also due for a purge. The door count increased this fiscal year by about 10,000 people. Young adult programs and attendance also increased. Public computer use and physical circulation both decreased. The circulation decrease is being discussed in the selectors meetings. Interlibrary loan transactions and reference questions also declined, as well as program attendance for youth and adults.

B. FY25 Annual Report

1. The piece from the marketing department was presented.

C. Collective Department Report

1. Included in the packet. No questions raised. Sheryl added that a single patron complaint was received regarding one page of a book read in a storytime. The same patron also objected to the yoga storytime program. The Friends of the Library will hold their annual meeting next Thursday.

D. Referred for Board Action

1. Travel – two library employees, to be determined based on submission of proposal and scheduling, and the new library director for a total of three employees, to Minneapolis for the Public Library Association’s Annual Conference held April 1-3, 2025, with registration, lodging, per diem meals, and parking not to exceed \$4,500
 - a. Discussion was had on sending the new director to the conference. The motion was amended from the original proposal to send two employees.
 - b. *Motion by Emily Hanson, second by Lynn LaGrone to approve the travel and related expenses, not to exceed \$4,500, to send three library employees, including the director, to the PLA Annual Conference in Minneapolis.*
Motion carried.
2. Approval of 2026 Holiday Schedule – Approve closure for Juneteenth, Veterans Day, and the Day after Thanksgiving in 2026
 - a. *Motion by Emily Hanson, second by Lynn LaGrone to approve the library closure for Juneteenth, Veterans Day, and the Day after Thanksgiving in 2026.* Motion carried.
3. Approval of 2026 Board Meeting Schedule
 - a. *Motion by Emily Hanson, second by Lynn LaGrone to continue meeting on 2nd Thursdays at noon, with the January 2026 meeting moved from 1/8 to 1/15.* Motion carried.
4. Revise Library Services Policy
 - a. There was an addition to the policy that came out of the LAST committee, in response to the number of unhoused patrons that come to the library. Staff is suggesting the library can receive some non-perishable items and

have a cabinet to make them available to the public. The library will not purchase any refills and items will be distributed on an honors system.

- b. *Motion by Lynn LaGrone, second by Emily Hanson to approve the revised Library Services Policy.* Motion carried.
5. Approval of Revised Management Salaries
 - a. Sheryl presented revised management salary proposals as calculated in coordination with the Human Resources department and their salary matrix. The board requested more time to review and consider the options, so the decision will be delayed until the January meeting.
6. Presentation of Library Hours Proposal
 - a. Sheryl presented a proposal for a library hours change. The strategic plan process revealed a need to take library services out into the community as transportation issues persist. To staff the building and do outreach events is not possible with current staffing. Management staff gathered and reviewed many usage statistics that informed the proposal. It will still be possible to hold events after the proposed 7 PM closing time. Adopting this proposal in hours will not affect accreditation but will put the library at the minimum number of hours required.
 - b. *Motion by Lynn LaGrone, second by Emily Hanson to approve changing library hours to 9 AM to 7 PM Monday through Thursday, 9 AM to 5 PM Friday and Saturday, and 12 PM to 5 PM Sunday, effective January 1, 2026.* Motion carried.
7. Approval of Dress Code Revisions
 - a. Sheryl presented the proposed revisions to the dress code. Wearing shorts will now be allowed, with employees still expected to meet business casual standards.
 - b. *Motion by Emily Hanson, second by Lynn LaGrone to approve the revised dress code as presented.* Motion carried.

VIII. **Unfinished Business**

A. Advocacy Update

1. No updates to report.

B. L/M Communication

1. October 14 and November 6 minutes were presented.

C. Future Staffing Considerations

1. Personnel Requisition Committee for Programming Librarian and Possible Resulting Library Assistants

- a. A reference librarian is retiring at the end of the calendar year. Sheryl reported that the position will be retained, but the focus will change to programming and outreach. If it gets filled internally, the assistant position would then be posted.

IX. **New Business**

A. Director Search Committee Update

- 1. Zoom interviews with candidates will be held on December 1 & 2. General discussion on the search process and possibility for improved structure in the future was held.
- 2. Approve Director Search Expenses to be Taken from Rollover Levy Funds
 - a. *Motion by Lynn LaGrone, second by Emily Hanson to pay for director search expenses from levy reserve funds. Motion carried.*

X. **Next Meeting Date** – January 15, 2025, Noon

XI. **Adjournment**—*Motion by Lynn LaGrone, second by Emily Hanson. Motion carried. The meeting adjourned at 1:15 PM.*

Board Training Session following adjournment: Interlibrary Loan Services with Jordan & Anderson