



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—March 14, 2024—12:00 PM—Conference Room  
Submitted by Kim Chapman**

Members present: John Berry, Kathleen Wernimont (Zoom), Cindy Wells (Zoom)  
Members absent: Larry Bjortomt, Ivy Hagedorn  
Others present: Kim Chapman, Jillian Rutledge, Becky Miller, Amy Rousselow, Dusty Sanboeuf  
Council Liaisons: Dave Boesen, Rob Nichols (Zoom)

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- I. **Call to Order**—the regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:05 PM.
- II. **Approve Agenda**—*motion by Kathleen Wernimont, second by John Berry 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 Kathleen Wernimont, second by John Berry to approve the February 8, 2024, Regular Meeting minutes as presented.* Motion carried.
- V. **Financials**
  - a. Updates—financial reports included in the packet are from the City. No questions.
  - b. *Motion by Kathleen Wernimont, second by John Berry to approve payment for the February 2024 bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—Jillian pointed out a big increase in customer count and an increase in reference questions at all service desks, as well as customer service questions. Program attendance is up, including teen and adult programs. Computer usage saw a nice increase. Things That Go program in partnership with the Center for the Arts drew in 350 attendees. Seventy kids attended the Black History Month storytime with special guest reader Rocki. Women’s History month special program included Rosie the Riveters of Iowa with author Linda McCann.

## VII. **Director's Report**

### a. Informational Updates

- i. Building Renovation Project Update—Jillian reported the final walkthrough with the contractors and architects was March 7. The punch list was 33 pages. The lead contractor said the work would be completed by March 12, minus one final window that should be installed on March 14. The carpet installation for the youth department was set to begin on March 11. However, installers from Riley's Floors noticed tiling underneath the old carpet adhesive that could possibly contain asbestos. They said they would need to stop work and have it tested before continuing. Building Maintenance agreed it should be tested. Councilman Boesen suggested contacting Building Maintenance Department Head Greg Ahlhelm for possible funding. Jillian asked the installers to check the second floor for the possibility of asbestos. They checked four different areas and did not see anything, so they will begin installation of the carpeting in the teen area first. The automated materials handler has been relocated which will make room for the new circulation desk that is being built by the Cedar Valley Woodworkers group.
- ii. FY25 Budget Update—no update has been provided.
- iii. Miscellaneous—the new ILS is up and running. The mayor visited the library yesterday as part of his tour of City Departments and spent the morning learning about reference, The Hive, storytime and the youth department, as well as the remodel. He said he enjoyed his time very much and learned a lot about the library that he didn't know.

- b. Collective Department Report—the March 2024 report is in the packets. Highlighted by Jillian includes the rendering of the new circulation desk and the Read and Bleed blood drive in partnership with the Red Cross, which was well attended. John Berry wondered where/how programs are advertised. Marketing Director Amy Rousselow replied that the library's digital newsletter reaches 30,000 cardholders. Other advertising can be seen on the library's webpage, social media pages and the Courier. Most of the library's collection was inventoried with the help of a lot of staff and time before it was moved to the new ILS.

### c. Referred for Board Action

- i. Travel—*motion by Kathleen Wernimont, second by John Berry.* Motion carried.
  1. David Eckert, Lunch & Learn—*AI & the Business Community*, February 29, 2024, Cedar Falls, \$35
- ii. Amend Library Services Policy—*motion by Kathleen Wernimont, second by John Berry.* A new 3D printer is in use; the policy change being proposed includes removing the printing specifications for the 3D printer since the specifications no longer fit with the new printer. Motion carried.

## VIII. **Unfinished Business**

- a. Tax Levy Update (Cindy Wells)—Cindy reported she hasn't received any new news from the statehouse, though she is still working with Senator Annette Sweeney and House Representative Jane Bloomingdale. Cindy encouraged all Board members to join ILA (Iowa Library Association). Cindy will send out information regarding letters and wording that can be sent to the state house. Amy Rousselow reminded the Board that staff is limited to what they can advocate on work time; no emails can be sent from work email and no opinions can be offered to patrons. Cindy and Billie Bailey will meet with news anchor Ron Steele to tape a segment for The Steele Report for airing soon. John Berry asked about the house file proposing to eliminate Library

Boards. Cindy replied that that is not currently being talked about, but the bill will not be dead until the close of the current session.

b. L/M Communication

i. February 21, 2024 Minutes are included in the packet. No questions raised.

IX. **New Business**—the FY23 Annual Report from the Marketing Department is included in the packet.

X. **Next Meeting Date**—April 11, 2024, Noon

XI. **Adjournment**—*motion by Kathleen Wernimont, second by John Berry.* Motion carried.

The meeting adjourned at 12:51 PM.