



WATERLOO PUBLIC LIBRARY—Board of Trustees—October 8, 2020
Submitted by Kim Chapman

Members present: Ivy Hagedorn, John Berry, Kathleen Wernimont, Cindy Wells
Members absent: Larry Bjortomt
Others present: Nick Rossman, Amy Rousselow, Jillian Rutledge, Bob Giesler, Lori Petersen, Kim Chapman, Councilperson Pat Morrissey, Councilperson Margaret Klein

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:03 PM. The meeting was held virtually due to social distancing guidelines during the COVID-19 pandemic.

- Roll Call
 - Ivy Hagedorn: present
 - Kathleen Wernimont: present
 - Cindy Wells: present
 - John Berry: present
 - Larry Bjortomt: absent

Approve Agenda—motion by Kathleen Wernimont, second by John Berry

- Roll Call
 - Kathleen Wernimont: yes
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes

Oral Comments of Board Members, Staff and the Public

- None

Approval of Minutes of the September 10, 2020, Regular Meeting—motion by Kathleen Wernimont, second by John Berry

- Roll Call
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: absent

- Ivy Hagedorn: yes
- Kathleen Wernimont: yes

Financials

- Updates—monthly City and Waterloo Community Foundation financial documents were included in the packets and reviewed.
- Current Bills (bills paid August 2020 and September 2020)—**motion by Kathleen Wernimont, second by Cindy Wells.** President Hagedorn inquired about solar energy for the library. Nick replied the roof will need some structural work first. A Green Iowa volunteer looked at energy costs yesterday. We will add solar update to next month's agenda.
 - Roll Call
 - John Berry: yes
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes

Statistical/Usage Report

- The usage report was reviewed.

Director's Report

- COVID-19 Discussion—beginning yesterday, the library was open until 7:00 PM on Wednesday nights. People have been allowed into the library through the staff entrance to browse the collection. However, the area has become quite congested, so opening the front doors is the next step, but there is concern with the current staffing level. Three staff members are gone on medical leaves and there is an open 20-hour position. There are a couple staff members who are continuing to work from home. Nick has reached out to the mayor and Michelle Weidner regarding the open positions (including the outreach manager position), but has not gotten a response. We will open the front doors as a trial scheduling the staff and making sure users are wearing masks (as mandated by the City Council), social distancing, and spending as little time as needed in the library. If people cannot follow these rules, curbside is available to them, along with wifi access in the parking lot. A weekly update will be given to the Board of any issues that occur.
- Urban Libraries Council Statement on Race and Social Equity—a statement from the Urban Libraries Council was forwarded to Nick from the DIB Committee (Diversity, Inclusion and Belonging). This statement, which was included in the packets, is being signed by libraries across the country and will be signed by WPL.
- One City/Momentum Program—WPL agreed to a partnership with One City before the start of the pandemic, but because of COVID, not much has been able to happen; however, there is one staff member who is teaching computer classes to people being helped by One City.
- Miscellaneous—Nick and Jillian have set up regular meetings with CFPL to talk with Kelly Stern and Amy Stuenkel about the shared ILS (Integrated Library System). A fundraising postcard is being designed by the marketing department as requested by President Hagedorn. It will be shared before the next meeting. Included in the packet is information on an air scrubber. Nick will check into testing the air flow inside the building and what an air scrubber could do for us. A safety matrix regarding the virus will be released by the City's COVID response team. The matrix could have some impact on how WPL adjusts its service levels.

Departmental Reports

- Jillian Rutledge, Adult Services—Green Iowa/AmeriCorp visited yesterday and plan to conduct an energy audit. Solar panels were discussed. Jillian and Amy participated in National Night Out Tuesday night at

Gates Park. The mayor and the new police chief, who signed up for his first WPL library card, were in attendance. The welcome desk will be staffed with rotating staff for opening the library Monday, October 12. Curbside service will continue after the front doors are opened.

- Amy Rousselow, Marketing—the marketing staff is busy preparing signs, messages and the newsletter for reopening the library.
- Lori Petersen, Youth—the first installment of the haunted virtual library will air Saturday. Lori and Endya Johnson are working on the storywalk to take place October 31 from 10:00 AM to noon at Washington Park. Teen Dungeons and Dragon group is going well.

Referred for Board Action

- Travel (virtual conferences)—**motion by Cindy Wells, second by Kathleen Wernimont**
 - Diane House, YA Services Symposium, November 6-8, 2020, \$227
 - Roll Call
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: absent
- Close November 19, 9:00 AM – Noon, for Virtual Staff Training—**motion by Kathleen Wernimont, second by John Berry**. Typically the Library would close one day in September for an all-day, in-person staff development day. This will be virtual and half a day. A presenter from EAP is scheduled, along with staff sharing information from a webinar attended earlier this summer.
 - Roll Call
 - Kathleen Wernimont: yes
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes
- Election of Officers—**motion by John Berry, second by Kathleen Wernimont**. John Berry presented a slate of officers with Ivy Hagedorn as President, Kathleen Wernimont as Vice-President, Cindy Wells as Secretary.
 - Roll Call
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
- Opening of Landscaping Proposals
 - Discussion and Selection—two bids were received and opened: Matthias Landscaping Co., \$12,787.67. Fleming’s Landscaping & More (formerly Meyers Nursery), \$9,678.44.
 - Approval of Landscaping Contract—**motion by Kathleen Wernimont, second by John Berry to accept landscaping bid from Fleming’s Landscaping & More**
 - Roll Call
 - John Berry: yes
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes

Unfinished Business

- L/M Communications—September 17, 2020, meeting minutes are included in the packet. The Labor/Management Committee plans the staff in-service, which came together rather quickly just yesterday. The committee was not able to secure the presenters they were hoping, but reached out to some others, and it all worked out.

New Business

- Ivy asked that the Board be kept up-to-date with reopening and any issues that might come up. She asked Nick to pursue conversation with the mayor on the two open positions. Ivy inquired on the timing for a grant bid for solar panels. Ivy would like someone from both of the community foundations to attend a Board meeting. Consensus for meeting next month was preferred as virtual. Cindy will be gone for November's meeting.

Next Meeting Date

- November 12, 2020, Noon

Adjournment—motion by Kathleen Wernimont, second by John Berry

- Roll Call
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: absent

The meeting adjourned at 12:56 PM.