



**WATERLOO PUBLIC LIBRARY—Board of Trustees—September 10, 2020**

**Submitted by Kim Chapman**

Members present: Ivy Hagedorn, Kathleen Wernimont, Cindy Wells, John Berry, Larry Bjortomt

Members absent:

Others present: Nick Rossman, Jillian Rutledge, Bob Giesler, Amy Rousselow, 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
  - Cindy Wells: present
  - John Berry: present
  - Kathleen Wernimont: present
  - Larry Bjortomt: present

**Approve Agenda—motion by Kathleen Wernimont, second by Cindy Wells, to amend the agenda by removing VIII. Unfinished Business B. Waterloo Community Foundation, Michelle Temeyer (Michelle is unable to attend the meeting)**

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

**Oral Comments of Board Members, Staff and the Public**

- President Hagedorn is curious if there has been any action in hiring the two open positions. Nick reached out to the mayor and Michelle Weidner last week, but has not received a response. It was approved pre-COVID. Nick will continue reaching out for an approval to fill the positions. President Hagedorn wondered if there has been any action on cleaning the building. Nick replied it will be part of his report today, but he did say that Building Maintenance Department Head Greg Ahlhelm has had someone look at the building,

but because there are some areas needing repair, they won't be able to clean the entire building. They plan to clean the east and south sides. Some of the joints are old and will probably need repair.

### **Approval of Minutes of the July 9, 2020 Regular Meeting—motion by Kathleen Wernimont, second by Cindy Wells**

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

### **Financials**

- Updates—the City monthly financial documents, the Community Foundation of Northeast Iowa quarterly report and documents from the Waterloo Community Foundation were included in the packets and reviewed. Repair of the end caps for second floor was paid with gift funds held at the Community Foundation of Northeast Iowa. Cindy Wells asked about the bill for repairing the glass in the staff door. The glass broke when it was hit by a patron's purse; the purse hit the door just right to break the glass.
- **Current Bills** (bills paid July 2020 and Foundation gift bills paid August 2020)—**motion by Kathleen Wernimont, second by John Berry**
  - Roll Call
    - Kathleen Wernimont: yes
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
    - Cindy Wells: yes
    - John Berry: yes

### **Statistical/Usage Report**

- The usage report was reviewed.

### **Director's Report**

- COVID-19 Discussion—phone calls have been received from citizens wanting to browse the library collection; plans are being made to accommodate those requests. The collection is being reorganized, along with small clean-up projects being done. We are hoping to allow people in through the staff entrance beginning next week. Users will need to call when they arrive. Allowing the public in will not be publicized until sometime in October; this will be a trial. People are allowed to make appointments, or ring the bell at the door, to use the computers. The highest priority is a safe environment for the staff and public. We are looking at allowing computer use and browsing until 6:30 on Wednesday evenings. John Berry asked if the library would be fully operational in October. Nick replied the library will continue with limited hours as curbside service is staff intensive and there are two staff members out on medical leave, in addition to two open positions still unfilled. President Hagedorn asked what the CF library is doing. Nick replied they have continued to set appointments for browsing and computer use, but will change that to allow people into the building from 10:00 AM to Noon and from 2:00-4:00 PM. Curbside pick-up will remain appointment-based. They will be open Monday evenings 4:30-6:30. A meeting will be arranged with staff for some time next week to go through details of keeping a safe environment for staff and patrons.
- Budget Amendments—at the end of June when the budget was approved, personnel numbers had not been released by Michelle Weidner. What was presented to the Board was our best guess. We now have the figures; we will need to amend the personnel budget.

- Landscaping Discussion—a proposal from Matthias Landscaping was included in the packets. It's time to beautify the library grounds, especially with our new sign and flagpole. The proposal includes the entire front "yard", the courtyard and the two concrete boxes at the back of the parking lot. Looking at more than one estimate was suggested by both Kathleen Wernimont and Ivy Hagedorn. Gift funds held at the Community Foundation of Northeast Iowa would be used to pay for this project. Cindy Wells asked if the City would take care of the new landscaping; the library would be responsible for it.
- Diversity, Inclusion and Belonging Committee Introduction—in connection with the Black Lives Matter movement, this committee has been formed with Lori Petersen as the chair. Nick reported a lot of positive energy came out of the meeting held yesterday. More will be reported in the future.
- Miscellaneous—cleaning of the outside of the building is now on the list of projects the City will be doing. There will also be repair of tuckpointing. Nick and Amy met virtually with Travis Kraus from the Iowa Initiative for Sustainable Communities to discuss partnership opportunities between U of I students and the library. Students will possibly be working on a marketing/PR campaign for the library, implementing an oral history database focused on local Civil Rights leaders, and a spatial analysis showing where cardholders live. Nick reported he has been back to work for about two week and confirmed it is good to be back and that he has been pretty busy.

### Departmental Reports

- Lori Petersen, Youth—the haunted library tour will be on-line. There will be a story walk at Washington Park with candy donated by staff.
- Amy Rousselow, Marketing—with a lot of weeding and shifting being done, new range signage is required. There are 1,500 Waterloo students being homeschooled. A new school@home link has been created for the library's website. We are working on matching library resources with the kids' assignments. The new digital sign is up and running. Signs are being made for specific events or holidays so they can quickly be uploaded to the sign. Marketing is working with Endya Johnson to promote Banned Book Week events.
- Jillian Rutledge, Circulation and Reference—working on expanding curbside and computer appointments to Wednesday evenings. There has been an increase in exam proctoring service. Quite a few digital cards are still being issued.
- Nick Rossman—one of the U of I student projects includes downtown parking. Nick asked that the library be included to find more free parking.

### Referred for Board Action

- Travel (virtual conferences)—**motion by Kathleen Wernimont, second by Cindy Wells**
  - Jillian Rutledge/5 users, Homeless Library Webinar, *COVID: How to Deal with Problem Behaviors Related to COVID-19*, August 13, 2020, \$99
  - Nick Rossman, Library Advocacy and Funding Conference, September 14-15, 2020, \$75
  - Sue Harnois, (and 4 TBD staff members), Iowa Library Association Annual Conference, October 15, 2020, \$200
  - Jillian Rutledge, Information School University of Wisconsin-Madison *Back in Circulation Again* Conference, October 19-20, 2020, \$250
  - Teresa Dahlgren, Library Journal & School Library Journal, *Equity in Action: Building Diverse Collections*, October 20, October 27, November 10, 2020, Webinar, \$237.24
    - Roll Call
      - Larry Bjortomt: yes
      - Ivy Hagedorn: yes
      - Cindy Wells: yes
      - John Berry: yes
      - Kathleen Wernimont: yes

- Approval of Application for Guernsey Grant for CVYR21—**motion by Kathleen Wernimont, second by John Berry.** This grant provides funding for the author and for books for students for the Cedar Valley’s Youth Read for fiscal year 2021.
  - Roll Call
    - Ivy Hagedorn: yes
    - Cindy Wells: yes
    - John Berry: yes
    - Kathleen Wernimont: yes
    - Larry Bjortomt: yes
- Approval of Personnel Budget Amendments for FY21—**motion by Kathleen Wernimont, second by John Berry.**
  - Roll Call
    - Cindy Wells: yes
    - John Berry: yes
    - Kathleen Wernimont: yes
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
- Approval of Landscaping Plan with Matthias Landscaping Co. to be Paid from (Community Foundation of Northeast Iowa) Gift Funds—**no motion. Motion by Larry Bjortomt, second by John Berry to solicit additional bids for the landscaping project.**
  - Roll Call
    - John Berry: yes
    - Kathleen Wernimont: yes
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
    - Cindy Wells: yes

**Unfinished Business**

- L/M Communications—July 16, 2020, and August 31, 2020 meeting minutes are included in the packet. A day-long September staff in-service is normally planned by the Labor/Management committee. This year is different and the committee is looking at a half-day virtual session with presenters highlighting diversity and inclusion.

**New Business**

- Nothing

**Next Meeting Date**

- October 8, 2020, Noon

**Adjournment—motion by Kathleen Wernimont, second by John Berry**

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

The meeting adjourned at 12:49 PM.