



**WATERLOO PUBLIC LIBRARY—Board of Trustees—April 8, 2021—Meeting Room A and Zoom
Submitted by Kim Chapman**

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

Members absent:

Others present: Nick Rossman, Jillian Rutledge, Amy Rousselow, Deb Aalfs, Kim Chapman

Join Zoom Meeting (for those wishing to dial in)

<https://zoom.us/j/95545534087?pwd=SWJhbGFYQnp2VmFwY3pNMU5MdkQydz09>

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:01 PM. The meeting was held in person and virtually for those wishing to dial in.

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

Approve Agenda—motion by Kathleen Wernimont, second by Cindy Wells

[12:02 PM. John Berry arrived.]

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

Oral Comments of Board Members, Staff and the Public

- Cindy Wells commented it looks bare in the library parking lot with few cars. Nick responded the library is rebounding, sometimes it's bustling, other times it's slow. The busiest time seems to be between 11:00 AM to 4:00 PM.

Approval of Minutes of the March 11, 2021, Regular Meeting—motion by Kathleen Wernimont, second by Cindy Wells

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

Financials

- Updates—March 2021 City financial documents are included in the packet.
- **Current Bills (bills paid March 2020, including gift bills)—motion by Kathleen Wernimont, second by John Berry**
 - Roll Call
 - John Berry: yes
 - Larry Bjortomt: yes
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes

Statistical/Usage Report

- The statistical/usage report was reviewed. Nick pointed out an increase in circulation numbers and foot traffic. There is an uptick in busyness. A few people have needed to be reminded to wear their masks and to wear them correctly. During National Library Week, April 4-10, a limited-edition library card is being offered.

Director's Report

- COVID Update—Nick reported plans are being made for the next phase of reopening. Seating will slowly be brought back. One-hour time limit signage has been removed. Study rooms may possibly be reopened.
- Budget Update—Council approved the FY22 budget March 25, but we have not seen a budget yet, though we are hoping to present it to the Board at the May 13 regular meeting. From what we know, the only cut for WPL is with the hiring freeze. Currently, we have two 29-hour assistant positions open that we hope to fill from within, which would leave two 20-hour assistant positions open. In addition, there is a 20-hour assistant position and a fulltime community outreach manager position, both needing to be filled. The outreach manager will be frozen for four months and one 20-hour position will be closed for one year if the two 29-hour positions and two 20-hour positions are filled.
- CIP Update—there is \$15,000 for computer upgrades. The library's list for building maintenance included energy efficient improvements for the front door and second floor restroom remodel, but neither were approved. Cleaning of the outside of the building was planned for this year, but only one bid was received, so it will be sent back out for rebidding.
- Board Training—included in the packets is Chapters 6-8 from the updated Iowa Library Board of Trustees Handbook. Intellectual freedom is an important point to be taken from this section.
- Strategic Plan Update—included in the packets is the original plan that was approved last April, but revised a little due to Covid, and a document outlining what's been accomplished this past year. The staff is going through the Ryan Dowd homelessness training and really enjoying it.

- **Miscellaneous**
 - The City partnership with University of Iowa marketing students continues. They are working with Amy and Jillian building partnerships, working on an oral history database and talking with community members who had experience with the Civil Rights Movement. Using the database of addresses of library card holders, they discovered there weren't specific areas in the City with households with, or without, library cards, but that about every other home throughout the City has a library card.
 - The amount deposited to the Hoopla account has been increased as well as an increase of roughly \$15,000 to OverDrive. The project with Sirsi where book information can be seen right from the catalog will be launched soon.
 - The entire collection was audited while we were closed during Covid, and the diversity audit with Ingram is underway.
 - Staff member Morgan Gleason, whose husband is at Deere on an internship which is soon to end, began freelance marketing work and resigned the end of March. (Her 29-hour position is one that is being advertised and will probably be filled from within.)

Departmental Reports

- Reports are included in the packet.
- Nick Rossman, Technical Services—Nick, and staff member Kim Mashek, will present at the annual COSUGI (SirsiDynix Users Group) conference towards the end of April. End of year ordering is this week to ensure materials are paid before the end of the fiscal year.
- Jillian Rutledge, Adult Services—tech assistance is being done virtually in addition to inside help. It is really picking up.

Referred for Board Action

- No items.

Unfinished Business

- L/M Communications—March 25, 2021, meeting minutes are included in the packet.

New Business

- Nothing.

Next Meeting Date

- May 13, 2021, Noon

Adjournment—motion by Kathleen Wernimont, second by John Berry

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

The meeting adjourned at 12:26 PM.