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WATERLOO PUBLIC LIBRARY—Board of Trustees—October 14, 2021—Meeting Room AB
Submitted by Kim Chapman

Members present: Ivy Hagedorn, Larry Bjortomt, John Berry
Members absent: Cindy Wells, Kathleen Wernimont
Others present: Jillian Rutledge, Lori Petersen, Sheryl McGovern, Kim Chapman, CWA
Representative Deb Aalfs

The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:02 PM.

Approve Agenda—*motion by John Berry, second by Larry Bjortomt to approve the agenda as presented.*
Motion passed.

Oral Comments of Board Members, Staff and the Public

- Library user Terry Koeneke commented the retirement program with presenter Mike Finley is good and suggested it be expanded to cover Medicare, the Food Bank, etc. Last month Mr. Koeneke approached the Board with his personal copy of *The Epoch Times* with a request to donate it to the Library collection and wondered if a decision had been made. Board members have reviewed it, along with input from library staff who select periodicals for the collection. The recommendation from the librarian who selects periodicals is not to add this title to the collection. After discussion, John Berry asked that next month's agenda include Board Action to accept the donation to add to the Library collection.

Approval of Minutes of the September 9, 2021, Regular Meeting—*motion by John Berry, second by Larry Bjortomt to approve the minutes as presented.* Motion passed.

Financials

- **Updates**—the City financial sheets ending September 2021 are included in the packet.
- **Current Bills (gift bills paid September 2021)**—*motion by John Berry, second by Larry Bjortomt to pay the bills as presented.* Motion passed.

Statistical/Usage Report

- The statistical/usage report was reviewed. Usage is less than the previous month, but programming attendance is up. It's hard to tell, but the street construction may contribute to lowered foot traffic.

Director's Report

- **Staff In-service Report**—the staff in-service on September 24 began at WPL with a presentation from the City's Safety Director Damian Fischels reviewing fire extinguisher and emergency evacuation procedures. Staff then traveled to the Northeast Iowa Food Bank and to the Boys and Girls Club. They returned to WPL for lunch and an afternoon of book trivia for a short team building activity. The Northeast Iowa Area Agency on Aging presented dementia friendly training before the day ended.
- **Staffing Update**—two of the three 29-hour Assistants began work this past month; the third will begin on November 1. One 20-hour employee moved into one of the 29-hour positions, so that 20-hour position has been sent to the personnel requisition committee for approval to hire.

- ILA Report—Jillian and Lori Petersen both attended the annual conference with both agreeing it was a good conference.
- Street Construction Update—the construction is planned to be finished by mid-November.
- Miscellaneous—Jillian will be presenting an informational update to the Council. The League of Women Voters will host an information table in the lobby next Monday for any questions regarding new voter registration.

Departmental Reports

- Reports are included in the packet.
- Lori Petersen, Youth Services—staff member Deb Aalfs presented an amazing walk-in-the-park program the end of September.
- Sheryl McGovern, Adult Services—The Hive is slowly reopening with some programming and an open house planned for November 18. It is cautiously moving back to normal.

Referred for Board Action

- Travel—none
- Amendment to Food and Beverage Policy—change: “Eating food or consuming non-alcoholic beverages from lidded containers in the library is permitted in all areas except where prohibited. Prohibited areas include designated areas where food or drink might damage WPL property, such as public computer stations, around library equipment and in The Hive, the Training Center and the Local History and Genealogy Room.” New wording: “Consuming non-alcoholic beverages from lidded containers in the library is permitted in all areas except the Local History and Genealogy Room. Consuming pre-packaged snacks or other convenience food is permitted in all areas except at computer stations, around library equipment, or the Local History and Genealogy Room. Food that may cause damage to library property or disturb other patrons is not permitted.” *Motion by John Berry, second by Larry Bjortomt to approve as presented. Motion passed.*
- Approval to Pay Director Candidates travel and Lodging Costs, Approximately \$1,700—*motion by John Berry, second by Larry Bjortomt. Motion passed.*

Unfinished Business

- Director Search—three candidates from the list of five that participated in Zoom interviews have been chosen to meet for in-person interviews. Itineraries have been set, noting that one candidate did not have a lunch scheduled with the Board. A coffee for her will be scheduled instead. The candidate strengths and weaknesses will be presented to the Board members after the interviews.
- L/M Communications—the September 9, 2021, meeting minutes are included in the packet, including planning for the September 24 staff in-service.

New Business

- Exploring Upgrade of Children’s Section (John Berry)—John would like to see this explored when a director is hired.

Next Meeting Date

- November 4, 2021, Noon

Adjournment—*motion by Larry Bjortomt, second by John Berry. Motion passed.*

The meeting adjourned at 1:16 PM.