



WATERLOO PUBLIC LIBRARY—Board of Trustees—February 11, 2021
Submitted by Kim Chapman

Members present: Larry Bjortomt, John Berry, Ivy Hagedorn
Members absent: Kathleen Wernimont, Cindy Wells
Others present: Nick Rossman, Jillian Rutledge, Lori Petersen, Bob Giesler, Deb Aalfs, Carolyn Sallis, Kim Chapman, Councilperson Pat Morrissey

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:09 PM. The meeting was held virtually due to social distancing guidelines during the COVID-19 pandemic.

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

Approve Agenda—motion by John Berry, second by Larry Bjortomt

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

Oral Comments of Board Members, Staff and the Public

- None

Approval of Minutes of the January 14, 2021, Regular Meeting and January 28, 2021, Special Meeting—motion by John Berry, second by Larry Bjortomt

- Roll Call
 - John Berry: yes
 - Larry Bjortomt: yes

- Ivy Hagedorn: yes
- Kathleen Wernimont: absent
- Cindy Wells: absent

Financials

- Updates—January 2021 City financial documents and fourth quarter Community Foundation of Northeast Iowa documents were included in the packet.
- **Current Bills (bills paid January 2020, including gift bills)—motion by Larry Bjortomt, second by John Berry**
 - Roll Call
 - Larry Bjortomt: yes
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: absent
 - Cindy Wells: absent
 - John Berry: yes

Statistical/Usage Report

- The statistical/usage report was reviewed. The last three months have remained consistent. Wifi is being used outside of the building. They have been a few patrons in the building for faxing or copying sensitive documents.

Director's Report

- COVID Update—Nick reported Blackhawk County has been in a moderate zone for COVID since January 31; the numbers are consistently dropping. The library is set to reopen Monday, February 15, with limited contact. Patrons will be limited to one hour, including computer usage; the public computers will turn off after one hour of use. Masks will be required. The mayor's mask mandate remains in effect. People will be asked to leave if they will not wear a mask and the Behavior Policy will be referenced. There will be staff training on requesting patrons to wear their masks. We will continue to monitor the county updates and look at expanding services. Curbside service will continue. Ivy asked if staff has received the vaccine. We only know of one who has. The City is not requiring employees to take the vaccine.
- Budget Update—there will be a budget discussion Monday during a Council work session; otherwise, no update.
- CIP Update—the City's planning department continues to work on this.
- Board Training—included in the packets is Chapter 1 and 2 from the updated Iowa Library Board of Trustees Handbook. Board training is a requirement of the accreditation process; this will serve as training materials. More chapters will be distributed throughout the year.
- Miscellaneous
 - The contract has been signed with Library Market, who will be creating our new website. The first meeting with them will be at the end of February. We anticipate the new site to go live late summer/early fall.
 - The Larry and Gracia Herbert Fund was established at the Community Foundation of Northeast Iowa in 2014. It was split into two funds, one benefiting the Waterloo Public Library. Larry passed in 2013, and Gracia passed in 2020. At the time the fund was set up, there were no restrictions. The Herberts were originally from the Lamoni area, but lived in Waterloo for ten years during the late 40's/early 50's. Gracia was employed at the

Waterloo Public Library during that time; Larry owned an appliance repair shop. The library will receive annual distributions from this fund.

Departmental Reports

- Reports are included in the packet.
- Nick Rossman, Technical Services—the department is busy with authority record updating. The team met with the Cedar Falls Technical Services staff. A new module has been added to improve efficiency and bibliographic records.
- Jillian Rutledge, Adult Services—the reference staff is compiling information to create a database for patron questions regarding the vaccine.

Referred for Board Action

- Nothing requiring action.

Unfinished Business

- L/M Communications—January 21, 2021, meeting minutes are included in the packet.
- Director Evaluation—Ivy Hagedorn and Cindy Wells managed the director evaluation and met with Nick on January 28, 2021.

New Business

- President Hagedorn asked Councilman Morrissey how the budgeting process is going. Morrissey replied work sessions are scheduled for Monday evening. Nick mentioned the Park Avenue bridge project will be discussed. The work sessions begin at 3:25 PM.

Next Meeting Date

- March 11, 2021, Noon

Adjournment—motion by John Berry, second by Larry Bjortomt

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

The meeting adjourned at 12:34 PM.