



WATERLOO PUBLIC LIBRARY—Board of Trustees—April 14, 2022—Meeting Room AB
Submitted by Kim Chapman

Members present: Larry Bjortomt, Ivy Hagedorn, Cindy Wells, Kathleen Wernimont
Members absent: John Berry
Others present: David Eckert, Bob Giesler, Amy Rouselow, Jillian Rutledge, Lori Petersen, Kim Chapman, Denise Osgood, Carolyn Sallis, Councilperson Dave Boesen, Councilperson Rob Nichols via Zoom

The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:00 PM.

Approve Agenda—*motion by Cindy Wells, second by Larry Bjortomt.* Motion passed.

Oral Comments of Board Members, Staff and the Public

- Larry Bjortomt asked Councilman Boesen about extra parking spaces for the library suggesting W. 3rd Street between Commercial and Cedar Streets be closed and converted to parking. That is probably not possible, and Councilman Boesen also reported that current zone rules do not require parking for new residential building downtown referencing the residential building proposed for W. 6th and Commercial.

Approval of Minutes of the March 10, 2022, Regular Meeting—*motion by Cindy Wells, second by Larry Bjortomt.* Motion passed.

Financials

- **Updates**—David Eckert reported it is nearing the end of the fiscal year. We want to make sure the materials budget is spent; ordering for the current fiscal year will finish up at the end of May. Utility costs are higher than expected. There are other line items giving us concern, but amendments will be made.
- **March 2022 Bills**—*motion by Cindy Wells, second by Larry Bjortomt, to pay the bills as presented.* Motion passed.

Statistical/Usage Report

- David reported numbers are improving and going up, including the customer count and circulation.

Director's Report

- **Outreach Report**—David met with Operation Threshold yesterday and reported the library may be able to partner with them with outreach, especially for those who maybe have a difficult time making it to the library. They gave David sample duffle bags filled with items for the homeless. We are willing to take more, and maybe some could be given to the police department that they could distribute.
- **Space Assessment Update**—no decisions have been made for changes in the building following the report from Dr. Stuart, but David has reached out to someone regarding carpeting. He has also reached out to an architect regarding a wall for the youth department. He wants to gather some figures before looking for funding.

- **Board Continuing Education Discussion**—the Board of Trustees should have 3-5 hours of continuing education every year to meet a requirement for state accreditation. David asked if the Board would like a one-time meeting with a presenter, or a Zoom link. Cindy Wells is in favor of an in-person meeting. David will check on dates to meet this requirement by June 30.
- **Miscellaneous**—the personnel requisition committee approved hiring for a teen librarian and an assistant director.

Departmental Reports

- Reports are included in the packet.
- There has been a lot of programs offered this past month! Right now there is an incubator in the youth department with 22 eggs expected to hatch in May. The incubator turns the eggs itself. This can also be viewed on a webcam <https://myearthcam.com/waterloop>

[Kathleen Wernimont arrived at 12:15 PM.]

Referred for Board Action

- **Travel**—*motion by Cindy Wells, second by Kathleen Wernimont.* Motion passed.
 - Jillian Rutledge, COSUGI 2022 Virtual Conference, April 19, 2022, \$50 (additional conference charge for non-member)
 - Jillian Rutledge, ALA Virtual Session, March 23-May 4, 2022, \$249
- **Approval to Close Library September 16, 2022, for a Staff In-service Training Day**—*motion by Kathleen Wernimont, second by Cindy Wells.* Motion passed.
- **Approval of Collection Development Policy, superseding 2019 Collection Development Policy and 2021 Interlibrary Loan Policy**—*motion by Kathleen Wernimont, second by Cindy Wells.* Discussion. David explained the new policy and the process taken to combine the 2019 Collection Development Policy and the 2021 Interlibrary Loan Policy into one policy. The goal is to reduce the number of policies by combining those that can be. Motion passed.
- **Approval of Amended Gifts and Donations Policy**—*motion by Cindy Wells, second by Kathleen Wernimont.* Motion passed.

Unfinished Business

- **L/M Communication**—March 24, 2022, meeting minutes are included in the packet.

New Business

- Cindy Wells mentioned that in the past there was a liaison from the Board of Trustees to the Friends of the Library Board, and a liaison from the Friends of the Library Board to the Board of Trustees. Would the Friends like to have a liaison to the Board of Trustees? The consensus was that it would be good for open communication between the two Boards. Cindy volunteered to be the liaison with Larry filling in when Cindy cannot attend. Amy will approach the Friends Board officers for input.

Next Meeting Date

- May 12, 2022, Noon

Adjournment—*motion by Kathleen Wernimont, second by Cindy Wells.* Motion passed.

The meeting adjourned at 12:29 PM.