



**WATERLOO PUBLIC LIBRARY—Board of Trustees—November 10, 2022—Meeting Room AB
Submitted by Kim Chapman**

Members present: Larry Bjortomt, Ivy Hagedorn via Zoom, John Berry, Cindy Wells
Members absent: Kathleen Wernimont
Others present: David Eckert, Bob Giesler, Becky Miller, Amy Rousselow, Jillian Rutledge, Kim Chapman, Deb Aalfs (CWA rep), Carolyn Sallis (CWA rep)
Council Liaisons: Dave Boesen, present; Rob Nichols via Zoom

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

Approve Agenda—*motion by John Berry, second by Larry Bjortomt.* Motion carried.

Oral Comments of Board Members, Staff and the Public

- No comments.

Approval of Minutes of the October 6, 2022, Regular Meeting—*motion by Larry Bjortomt, second by John Berry.* Motion carried.

Financials

- **Updates**—everything looks good. David reported a couple of general fund line items are over budget: line item 1341, Contract Carriers, which is the MOBIUS fiscal year contract; line item 1543, Library Supplies, the library is transitioning back to in-house processing; gift fund line item 1523, Program Supplies. The quarterly statement from the Community Foundation of Northeast Iowa is also included in the packet; the report indicates the market has been down. Kim Chapman will check with the Waterloo Community Foundation regarding a current statement.
- **September 2022 Bills**—*motion by John Berry, second by Larry Bjortomt, to pay the bills as presented.* The MidAmerican Energy bill looks high, but it was mentioned the bills being approved are from September and the MidAmerica bill will include some summer air conditioning. John Berry asked about an energy audit. David will check into it. Motion carried.

Statistical/Usage Report

- There is quite an increase in new cards issued from the previous month. There is a jump-up in reference questions answered and jumps in youth and adult programming, including programs offered and attendance.

Director's Report

- **Grants Update**—David reported the Guernsey Foundation has awarded a \$15,000 grant; \$30,000 was requested. We are waiting for responses from the other agencies. We will look at applying for a grant through the Otto Schoitz Foundation at the beginning of the year, but we will wait to see

what comes in from the other agencies first. The project amount is estimated at \$211,000. So far \$85,000 has been awarded.

- **Miscellaneous**—nothing else.

Collective Department Report

- The Collective Department Report is included in the packet. It is outlined differently and is hopefully easier to read with less repetition being reported between the departments/managers.

Referred for Board Action

- **Travel**—*motion by John Berry, second by Ivy Hagedorn to approve travel requests.* Motion carried.
 - David Eckert, Cultural Immersion Workshop, November 3, 2022, Waterloo, \$50 Registration
- **Approval of Deed of Gifts Policy**—*motion by John Berry, second by Ivy Hagedorn.* Discussion. This is a new policy written to make sure all bases are covered when items are gifted to the library collection. This policy has been reviewed by the City Attorney and approved. Motion carried.
- **Approval of Library Services Policy, combining 3D Printer Policy (7/11/2019), Notary Policy (5/16/2019), Passport Acceptance Policy (1/09/2020), Public Bulletin Board Policy (1/09/2020), Study Room Policy (2/13/2020)**—*motion by Larry Bjortomt, second by John Berry.* Motion passed.
- **Approval to Eliminate Community Display Case Policy (10/10/2019), Fax Policy (5/16/2019), Manual Wheelchair Policy (9/12/2019), Motorized Cart Policy (9/12/2019)**—*motion by John Berry, second by Larry Bjortomt.* Motion carried.
- **Approval to Add Juneteenth (June 19) to the 2023 Holiday Schedule**—*motion by John Berry, second by Ivy Hagedorn.* Discussion. The City has added this holiday for City employees. It is planned to be added into the next bargaining agreement for July 2023. Motion carried.

Unfinished Business

- **L/M Communication**—October 20, 2022, meeting minutes are included in the packet.
- John Berry asked about locating a coffee shop in the library, which had been looked at previously. Amy Rousselow reported getting someone to come in and sell the volume they need to operate was in question at the time it was looked into.

New Business

- **Director Evaluation**—David will complete his first year at WPL in January. Cindy and John will chair the evaluation committee. A questionnaire will be sent out to the Board, select staff and the mayor with return to Cindy by December 10. The full Board will review the returned documents, and the review will take place at the January Board meeting as a closed session, if requested by David.

Next Meeting Date

- January 12, 2023, Noon

Adjournment—*motion by John Berry, second by Ivy Hagedorn.* Motion carried.

The meeting adjourned at 12:38 PM.