



**WATERLOO PUBLIC LIBRARY—Board of Trustees—February 9, 2023—Meeting Room AB
Submitted by Kim Chapman**

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

Join Zoom Meeting

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:04 PM.

Approve Agenda—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.

Oral Comments of Board Members, Staff and the Public

- No comments.

Approval of Minutes of the January 12, 2023, Regular Meeting—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.

Financials

- **Updates**—the City's Budget Performance Report is in the packet, along with the Waterloo Community Foundation Fund Activity Summary and a quarterly report from the Community Foundation of Northeast Iowa. Ivy Hagedorn asked why the library purchases office and janitorial supplies from Storey Kenworthy. Kim Chapman reported the library has a good working relationship with Storey Kenworthy; deliveries are made free of charge to the library.
- **January 2023 Bills**—*motion by Ivy Hagedorn, second by Larry Bjortomt, to pay the bills as presented.* Motion carried.

Statistical/Usage Report

- David pointed out statistics are looking good and numbers continue to go up. A lot of questions are being asked/answered at the reference desk, including income tax filing and rent rebate form questions.

Director's Report

- **FY24 Budget Update**—David reported the City is working hard with the state rollback and is looking at lots of different options. The Library did not receive approval for any of the CIP requests.

Application was made for upgrades to the meeting rooms and the second floor restrooms. As for the budget, a request for an extra \$24,000 was submitted. Twenty thousand dollars of that is intended for utilities, which took quite a jump. David, Jillian and Kim went through the budget line by line and made several adjustments. There was no increase for materials requested. Councilperson Boesen commented that the total CIP request was \$32 million; only \$6 was approved.

- **Grants Update**—the Schoitz grant has been submitted, along with the letter of support. The request is for \$87,000 to cover the shortage not received from the other grants, and an additional amount for furniture for the youth department. The grants will be awarded in May.
- **Project/Space Reorganization Update**—David signed a contract with ISG as the architectural firm for the remodeling project. The project could possibly begin sometime in September. Right now the staff is working on shifting shelving and furnishings around following the recommendations made by Dr. Stuart, who wrote the space needs assessment plan. There is a request to Kirk Gross Company for plans for the second floor reference desk.
- **Staffing Update**—A 29-hour assistant position was open and has been filled by Missie Sturch, who was in a 26-hour assistant position. That position will be sent to the personnel requisition committee with recommendation to increase it to a 29-hour position. The IT Manager position, paid by county and tax levy funds, will be replaced with two 29-hour assistant positions.
- **Accreditation Update**—the accreditation forms were submitted to the state library yesterday.
- **Miscellaneous**—nothing more.

Collective Department Report

- The Collective Department Report is included in the packet. David pointed out all the successful programming the staff has, and is, planning.

Referred for Board Action

- Nothing for Board action is required this month.

Unfinished Business

- **L/M Communication**—January 17, 2023, meeting minutes are included in the packet.

New Business

- None.

Next Meeting Date

- March 9, 2023, Noon

Adjournment—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.

The meeting adjourned at 12:27 PM.