



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—January 19, 2024—12:00 PM—Conference Room  
Submitted by Kim Chapman**

Members present: Larry Bjortomt, Cindy Wells, John Berry (Zoom), Ivy Hagedorn (Zoom)  
Members absent: Kathleen Wernimont  
Others present: David Eckert, Kim Chapman, Lori Petersen, Seth Thill (CWA Rep), Carolyn Sallis (CWA Rep, Zoom)  
Council Liaisons:

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- I. **Call to Order**—the regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:00 PM.
- II. **Approve Agenda**—*motion by Ivy Hagedorn, second by John Berry to approve the agenda as presented.* Motion carried.
- III. **Oral Comments of Board Members, Staff and the Public**—none.
- IV. **Approval of Minutes**—*motion by Ivy Hagedorn, second by John Berry to approve the November 9, 2023, Regular Meeting minutes as presented.* Motion carried.
- V. **Financials**
  - a. Updates—financial reports included in the packet are from the City. Kim Chapman reported a couple of line items are over budget but will be amended. Ivy Hagedorn asked for clarification on: Calcia Luxury Interior Design bill paid with gift funds – it is upholstering of public chairs used on second floor; Niche Academy – it is a platform mostly used for its staff training videos; Quadient – passport mailings and includes postage purchase for the mailing machine.
  - b. *Motion by John Berry, second by Ivy Hagedorn to approve payment for the November 2023 and December 2023 bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—everything looks steady.
- VII. **Director’s Report**
  - a. Informational Updates
    - i. Building Renovation Project Update—looks to be on schedule for the majority of the contractor’s work to be finished by January 26; however, the contractor is waiting for some supplies. A change order was approved for the Cedar Street wall, where new windows have been installed. This involves stripping away the wallpaper, addressing any repairs needed, and applying a fresh coat of paint. Installation of the glass wall panels for the teen area began today. Carpet for the youth and teen areas is on backorder; installation is scheduled for March 11. The meeting rooms on first floor may not be available for use until May. Stack movers were used to move the youth collection to the meeting rooms, but they may not be able to be used to move stacks through the new door openings. Moving the collection may involve tearing apart shelving, moving it piece by piece to the new youth area and manually moving materials by cartloads. John Berry asked for the totals of the change orders; David will gather that information and provide that figure to the Board in an email.
    - ii. FY25 Budget Update—the finance office asked for a flat increase from each city department. There will be an increase in wages, but no department is being asked to make up the increase from other line items. There was discussion of the tax levy and what the new state laws could mean. David reported the Iowa Library Association is also working on the ramifications of the new law. John Berry is in favor of developing our own strategic fund. The library tax levy is 30 years old and was voted in to be used to open the library additional hours; it is used for salaries.
    - iii. Miscellaneous—nothing more.
  - b. Collective Department Report—November 2023 and January 2024 reports are included in the packet. November was mistakenly left out of the November packets.

- c. Referred for Board Action
  - i. Travel—*motion by Ivy Hagedorn, second by John Berry*. Discussion. Seth Thill is presenting a poetry session while at the conference, in addition to attending the conference. Motion carried.
    - 1. Jillian Rutledge, *ALA Managing Employee Performance Using the SBI Method*, Webinar, January 18, 2024, \$71.10
    - 2. Jillian Rutledge, Lori Petersen, Seth Thill, PLA 2024 Annual Conference, Columbus, OH, April 3-5, 2024, Registration, Airfare, Lodging, \$4255 (Seth's registration is paid & he received a \$750 scholarship for the conference)
  - ii. Approval of 2024 Holiday Schedule—*Motion by John Berry, second by Ivy Hagedorn*. Discussion. The 2024 holiday schedule is in the packet; two holidays needing Board approval for closure are Veterans Day and the day following Thanksgiving. Motion carried.

VIII. **Unfinished Business**

- a. Tax Levy Update (Cindy Wells)—Cindy reported she and retired Grout Museum Director Billie Bailey and former mayor Tim Hurley will travel to Des Moines Wednesday for appointments with four representatives from the House; no meetings are set with any of the state senators. Cindy, Billie and Tim will be asking for a companion bill to go with HF718. Cindy has spent a lot of time and effort on this; a big thank you, Cindy, for working on this.
- b. L/M Communication—meeting minutes are included in the packet.
  - i. November 16, 2023 Meeting Minutes
  - ii. December 21, 2023 Meeting Minutes

IX. **New Business**—none

X. **Motion to Convene into Executive Session for Purpose of Director Evaluation as Requested by the Director**—*John Berry, second by Ivy Hagedorn*. Motion carried. 12:48 PM.

XI. **Motion to Convene Into Open Session**—not available.

XII. **Next Meeting Date**—February 8, 2024, Noon

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

The meeting adjourned at 1:23 PM.