



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—April 11, 2024—12:00 PM—
Conference Room**

Submitted by Kim Chapman

Members present: Cindy Wells, Larry Bjortomt, Ivy Hagedorn (Zoom), John Berry (Zoom)
Members absent: Kathleen Wernimont
Others present: David Eckert, Lori Petersen, Amy Rousselow, Jillian Rutledge, Denise Osgood,
Carolyn Sallis, Kim Chapman
Council Liaisons: Dave Boesen, Rob Nichols (Zoom)

Join Zoom Meeting

<https://us06web.zoom.us/j/84725160488?pwd=8rX7mCvH87CH3CSMbqqrW63M7bCLa9.1>

Meeting ID: 847 2516 0488

Passcode: 525931

Dial by your location

312 626 6799 US (Chicago)

- 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**—Denise Osgood thanked the Board for approving the travel for the Pop YS Conference; the conference was awesome.
- IV. **Approval of Minutes**—*motion by Ivy Hagedorn, second by John Berry to approve the March 14, 2024, Regular Meeting minutes as presented.* Motion carried.
- V. **Financials**
 - a. Updates—the City financial reports are included in the packet. David pointed out that this is the time of the year when money will be moved around amongst line items. Cindy would like to keep track of the tax levy surplus and asked if Bridget would be able to give that information. Kim Chapman will send Board members a financial report that shows the tax balance throughout the years.
 - b. *Motion by John Berry, second by Ivy Hagedorn to approve payment for the March 2024 bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—David pointed out that issuance of new cards jumped up from the previous month. Several lines show “NA”. Because of the new ILS, we don’t have all those reports totally aligned with the previous reports. Cindy asked what the customer count was 31 years ago; Kim Chapman thinks she can find that number.
- VII. **Director’s Report**
 - a. Informational Updates

- i. Building Renovation Project Update—this is the second week of the asbestos notice posting; it needs to be posted for two weeks. Removal of asbestos should start next Tuesday with completion set for Friday. Approximately 2/3 of the area will need carpeting, tile and adhesive removed. This should save some expense for carpet removal since the installers will have less to remove. Advanced Environmental will use a big vacuum to create a negative air space. Everything will be sealed with plastic, including the air vents. David mentioned that the cost of the carpet is less than the additional amount granted by McElroy for the carpeting project.
- ii. FY25 Budget Update—the public hearing for the FY25 budget is set for next Monday. The budget needs to be finalized for the state by April 30. There is one open position at the library that can be filled as soon as we know it has been budgeted.
- iii. Miscellaneous—nothing.
- b. Collective Department Report—included in the packet.
- c. **Referred for Board Action**
 - i. Travel—*motion by Larry Bjortomt, second by John Berry.* Motion carried.
 - 1. Jordan Beardsley, Adria Ebersole, Denise Osgood, Missie Sturch, Pop YS Con, Ames, Iowa, April 8-9, 2024, \$1,256 registration, lodging & meal, use of City vehicle.
 - 2. Approval of Asbestos Removal and Disposal from the Northeast Section on First floor by Advanced Environmental for \$13,490 to be Paid by the Building Maintenance Department—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.
 - 3. Approval of Change Orders for the 2023 Interior Renovation Project—*motion by John Berry, second by Ivy Hagedorn.* Motion carried.
 - a. Riley’s Floors, add \$6,000, install 1,740 square feet of ¼” underlayment over existing wood floor, fill and prep to existing concrete
 - b. Woodruff Construction, add \$866, addition of door alarm kit to exit device
 - c. Woodruff Construction, add \$3,929, addition of steel wall supports in west wall
 - d. Woodruff Construction, deduct \$1,219, to remove floor base from project
 - e. Woodruff Construction, add \$527, to add steel plate to lintels
 - f. Woodruff Construction, add \$4,591, to remove wallpaper
 - g. Woodruff Construction, add \$1,266, to paint columns in children area

VIII. **Unfinished Business**

- a. Tax Levy Update (Cindy Wells)—Cindy, Billie Bailey and Rob Nichols were at the state house last week. There is no bill in action for rescinding HF718.
- b. L/M Communication
 - i. March 21, 2024 Minutes are included in the packet. No questions raised.

IX. **New Business**—none

X. **Next Meeting Date**—May 9, 2024, Noon

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

The meeting adjourned at 12:35 PM.