



**WATERLOO PUBLIC LIBRARY—Board of Trustees—June 10, 2021—Meeting Room A
Submitted by Kim Chapman**

Members present: Ivy Hagedorn, Larry Bjortomt, Cindy Wells
Members absent: Kathleen Wernimont, John Berry
Others present: Jillian Rutledge, Lori Petersen, Bob Giesler, Amy Rousselow, Sheryl McGovern,
CWA Representative Denise Osgood, Kim Chapman

The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:01 PM.

Approve Agenda—*motion by Cindy Wells, second by Ivy Hagedorn to amend the agenda by adding VII, C, 5, Approval of library hours effective June 7, Monday-Thursday, 9-7, Friday and Saturday, 9-5.* Motion passed. (This item was inadvertently left off when the meeting moved to Board Action and will be added to a special meeting agenda.)

Oral Comments of Board Members, Staff and the Public

- Nothing

Approval of Minutes of the May 13, 2021, Regular Meeting—*motion by Cindy Wells, second by Larry Bjortomt.* Motion passed.

Financials

- **Updates**—May 2021 City financial reports are included in the packet. Amendments will need to be written. The goal is to spend all remaining line item balances.
- **Current Bills (bills paid May 2021)**—*motion by Cindy Wells, second by Larry Bjortomt.* Motion passed.

Statistical/Usage Report

- The statistical/usage report was reviewed. There are incremental increases as the library works on returning to previous numbers. It is possible some people don't realize the library has reopened and also possible some people are not ready to return inside the library.

Director's Report

- **COVID Update**—there is signage stating mask wearing is optional for fully-vaccinated people. Staff is taking clues from patrons. If the patron is wearing a mask, staff will wear one when helping them. Additional seating has been added, along with additional computer stations. The busiest day so far since reopening was Monday.
- **Budget Update**—wage increases from City HR have not been received. It is expected the wages will be ratified within the next few days. A special Board meeting will need to be called to approve a budget and salary increases.

- Board Training—included in the packet are the final chapters from the Iowa Library Trustee’s Handbook, Chapters 13-16.
- Staffing Update—two 20-hour assistants have been hired. Holly Althof began work yesterday, June 9, and Anderson will begin June 21. Both will be trained for the circulation and reference departments. Ivy Hagedorn asked what positions remain open. There is one management position and one 20-hour Assistant position unfilled. Hiring for those positions was frozen. Cindy Wells reminded Board members that this Board is autonomous and can legally fill those positions. Sheryl McGovern mentioned that the City Finance department cannot tell the library board they cannot hire. In the past Sheryl would meet with Michelle and the mayor to discuss hiring.
- Miscellaneous
 - Experience Waterloo has requested to use the library meeting rooms as a medical center during RAGBRAI. They would like the space until 11:00 PM. Jillian and Amy Rousselow will remain in the building that evening. No items will be due that day.
 - The library will host a student worker from the Jesse Cosby Center beginning next week for 10-12 hours per week for 6-8 weeks. Student workers have been hosted in the past.
 - The library will have a presence at My Waterloo Days this Friday and Saturday at Lincoln Park. IrishFest and Cedar Valley PrideFest have both reached out to the library for informational booths at their events.

Departmental Reports

- Reports are included in the packet.
- Lori Petersen, Youth Department—Lori made note that 250 kids registered on the first day of Summer Library Program!

Referred for Board Action

1. Travel
 - Jillian Rutledge and Kim Mashek, ILA Leadership Refresher Workshop, July 14, 28 and 29, 2021, \$100—*motion by Cindy Wells, second by Larry Bjortomt.* Motion passed.
2. Approval to sign a contract with John Keister and Associates, LLC, for purposes of the WPL Director Search in the amount of \$19,500 to be paid from CFNEIA funds—*motion by Cindy Wells, second by Ivy Hagedorn.* Discussion. Cindy amended the motion to include adding any left-over general fund money. *Motion by Cindy Wells, second by Larry Bjortomt.* Motion passed.
3. Approval of Meeting Room Policy with Revisions—*motion by Cindy Wells, second by Larry Bjortomt.* Discussion. The changes to the policy were noted at last month’s meeting. Motion passed.
4. Approval of Interlibrary Loan Policy with Revisions—*moved by Cindy Wells, second by Larry Bjortomt.* Motion passed.

Unfinished Business

- Director Search—nothing new to report.
- L/M Communications—May 20, 2021, meeting minutes are included in the packet.

Next Meeting Date

- July 8, 2021, Noon

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

The meeting adjourned at 12:36 PM.