



**WATERLOO PUBLIC LIBRARY—Board of Trustees—September 9, 2021—Meeting Room A
Submitted by Kim Chapman**

Members present: Ivy Hagedorn, Larry Bjortomt, John Berry
Members absent: Cindy Wells, Kathleen Wernimont
Others present: Jillian Rutledge, Lori Petersen, Bob Giesler, Sheryl McGovern, Amy Rousselow,
Kim Chapman, CWA Representative Deb Aalfs, Council Liaison Pat Morrissey

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 Larry Bjortomt, second by John Berry to approve the agenda as amended by adding VII. C. Referred for Board Action, 1. Travel, a. Lori Petersen ILA Annual Conference Registration, October 6-8, 2021, Des Moines, \$175. Motion passed.*

Oral Comments of Board Members, Staff and the Public

- Library user Terry Koeneke would like to donate, free of charge, his daily copy of the *The Epoch Times* newspaper to the Library for its collection. He previously approached a manager who turned the paper over to the selectors/reference librarians who found this paper was only in a handful of public library collections and did not always provide accurate information; they did not feel it was a good fit for our library, which carries mostly local newspapers. Mr. Koeneke filled out a Request for Reconsideration of a Policy directed towards the Collection Development Policy. He is leaving a copy of the newspaper and asked the Board to review it and the policy.

Approval of Minutes of the July 8, 2021, Regular Meeting—*motion by John Berry, second by Larry Bjortomt to approve the minutes as presented. Motion passed.*

Financials

- **Updates**—the City financial sheets ending August 2021 and the quarterly Community Foundation of Northeast Iowa financial sheets ending June 30, 2021, are included in the packet.
- **Current Bills (bills paid July and August)**—*motion by John Berry, second by Larry Bjortomt to pay the bills as presented. Motion passed.*

Statistical/Usage Report

- The statistical/usage report was reviewed. Increases in usage and circulation are due to day to day patrons, not necessarily to RAGBRAI users. There was a question regarding the street closure having any impact on usage. No, we don't think so, nor have we had complaints about the closure.

Director's Report

- Preliminary Presentation by Dr. Shanna Stuart from SL Stuart Consulting (Space/Needs Assessment)—this project is funded by ARPA (American Rescue Plan Act). Dr. Stuart presented via

Zoom, asking questions of the Board that somewhat caught them off-guard. She will email questions to Jillian to forward so they can be better prepared to answer at next month's meeting. Is it possible the staff would be better able to answer some of the questions?

- Staffing Update—in addition to the three 29-hour assistant positions that have been approved to fill, a fourth 29-hour assistant will be moving out of state. The personnel requisition forms were submitted to the personnel committee yesterday for that position. The first round of interviews for the current open positions has been completed; next week will be in-person interviews. There were over 30 applicants for the three positions. Two library positions are still frozen: the management position that should open in November; a 20-hour assistant that is frozen for the year.
- Miscellaneous—the new library website went live last week. A lending library, with donations from the Friends of the Library, is set up at the airport. Jillian thanked the IT Manager for getting the library back up and running after the cable/fiber connection was severed by the street construction crew; library phones and computers were out for close to three days. The Library participated in Iowa Irish Fest, Pride Fest and National Night Out by having a staffed booth at each. A nice donation was received from a Minnesota couple who appreciated the library being open and providing some relief from the hot day during the RAGBRAI overnight stop in Waterloo. Susan Hoppenworth made and presented a beautiful quilt to the library. Logan Avenue HyVee fabric grocery bag sales will benefit the Friends of the Library.

Departmental Reports

- Reports are included in the packet.

Referred for Board Action

1. Travel—*motion by Larry Bjortomt, second by John Berry.* Motion passed.
 - Jillian Rutledge ILA Annual Conference Registration. October 6-8, 2021, \$150
 - Lori Petersen, ILA Annual Conference Registration, October 6-8, 2021, \$175

Unfinished Business

- Director Search—Kim Chapman reported John Keister has forwarded five candidates' names to the search committee, who will meet with them, via Zoom, on September 21. They will choose three from that group to bring in for in-person interviews.
- L/M Communications—July 15, and August 12, 2021, meeting minutes are included in the packet. The staff in-service is scheduled for September 24. Staff will volunteer at the Northeast Iowa Food Bank, visit the Boys and Girls Club, participate in trivia activities and attend a Dementia presentation from representatives of the Northeast Iowa Area Agency on Aging.

New Business—nothing.

Next Meeting Date

- October 14, 2021, Noon

Adjournment—*motion by John Berry, second by Larry Bjortomt.* Motion passed.

The meeting adjourned at 12:58 PM.