



**WATERLOO PUBLIC LIBRARY—Board of Trustees—November 4, 2021—Meeting Room AB
Submitted by Kim Chapman**

Members present: Ivy Hagedorn, Larry Bjortomt, John Berry, Cindy Wells
Members absent: Kathleen Wernimont
Others present: Bob Giesler, Jillian Rutledge, Amy Rousselow, Sheryl McGovern, Lori Petersen, Kim Chapman, CWA Representatives Deb Aalfs and Carolyn Sallis, Councilperson 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 Cindy Wells, second by John Berry to approve the agenda as presented.*
Motion passed.

Oral Comments of Board Members, Staff and the Public

- Councilperson Morrissey gave thanks for allowing him the honor of serving as the Council liaison for the past eight years. His council term expires the end of the calendar year. He has been happy to be here and to lend to discussions.
- Library user Terry Koeneke gave thanks to the Board for reviewing *The Epoch Times* and his request to add it to the library collection.

Approval of Minutes of the October 14, 2021, Regular Meeting, Minutes of two October 18, 2021 Special Meetings and Minutes of October 19, 2021 Special Meeting—*motion by Cindy Wells, second by John Berry to approve the minutes as presented.* Motion passed.

Financials

- **Updates**—the City financial sheets ending October 2021 and the third quarter financial reports from the Community Foundation of Northeast Iowa are included in the packet.
- **Current Bills (paid September 2021)**—*motion by Cindy Wells, second by John Berry to pay the bills as presented.* Motion passed.

Statistical/Usage Report

- Because the Board meeting would have fallen on a holiday, it was changed to one week earlier. Not all November statistics are available yet.

Director's Report

- Space/Needs Assessment Presentation with Dr. Shana Stuart of SLSConsulting—Dr. Stuart introduced herself with an update on the space/needs assessment she has been working on for WPL. She was at the library in August and September measuring and speaking with staff. She is hoping to finish wrapping up today. There is a lot of space in our facility, but she does have recommended changes and asked if there was anything else to add for today. When asked if there was anything unique about the building, Larry Bjortomt did mention it is a historical building; John

Berry asked if it was on the historical registry. It is not, but possibly could be. Cindy Wells mentioned a café area was discussed during the time Carol French Johnson was director. Dr. Stuart said there would be room for that. John Berry mentioned the youth department and teen area, how the youth department is close to the front doors where little ones can wander out. Ivy Hagedorn and Councilperson Morrissey asked if there was any projections for the third floor. The original proposal was public areas only, but non-public areas could be added. A supervisory area on the public floors was mentioned by Sheryl McGovern. Ideas should be forwarded to Dr. Stuart before the January meeting.

- Waterloo Community Foundation Update with Erin Tink—Erin explained the library fund that was established in November 2019. It is an endowment fund and once the Foundation became accredited, a 5% spendable balance became available to be returned to the Library. An amendment needs to be signed to the original agreement, which Erin has with her today.
- Construction Update—some of the sidewalk sections need to be removed and re-poured, because the sidewalk joints weren't cut in the correct spots. The cost will be to the contractor. The parking lot entrance is still on schedule to be poured and re-opened. The streetlamps are in. There was a question on the library landscaping and if that project will need to be rebid. Kim Chapman reported the landscaper has the plants and is wintering them.
- Staffing Update—a new 29-hour assistant began work this week. The vacant 20-hour position that was approved by the Personnel Requisition Committee two weeks ago has not been posted yet. That leaves another 20-hour assistant position, which is frozen, along with the outreach manager position. We should be able to submit that to the committee for approval to fill.
- Miscellaneous—next Thursday is a Board training event at the Community Foundation of Northeast Iowa at 3:00. The League of Women voters is set up at a table in the lobby. The annual report was submitted to the state library last week. Library accreditation goes through July 2023. A fiber artist wrapped the courtyard light posts. Jillian attend the annual ILA conference planning meeting.

Departmental Reports

- Reports are included in the packet.
- Kim Chapman reported the Friends of the Library presented the Library with \$30,000 earlier this week as their annual gift.

Referred for Board Action

- Travel—none
- Approval to Offer the Position of Library Director to the Candidate Recommended by the Search Committee—John Keister, via Zoom, explained the director search process. A website was posted advertising the position; there was good response to it. Special effort was put into a diversity search. *Motion by Cindy Wells, second by John Berry, as members of the Search Committee, to offer the position of Library Director to David Eckert.* Motion passed.
- Approval of the Amendment to Waterloo Community Foundation Endowment Fund Agreement—*motion by John Berry, second by Cindy Wells.* Motion passed.
- Approval of Amendment to Statement of Concern About Library Resources—*motion by Cindy Wells, second by John Berry.* Motion passed.
- Approval to Accept the Donation of *The Epoch Times* to add to the Library Collection—*motion by John Berry, second by Cindy Wells.* Discussion: Librarian Sue Pearson was present to answer questions why the decision was made to not accept this donation. *Cindy Wells made a motion to call the question, second by Larry Bjortomt.* Wernimont: automatic

No, because she is not present; John Berry, yes; Cindy Wells, no; Larry Bjortomt, no; Ivy Hagedorn, no. The motion (to accept *The Epoch Times* to add to the Library Collection) did not pass.

Unfinished Business

- Director Search—a meeting will be called for Cindy Wells and John Keister to speak with the director candidate.
- L/M Communications—the October 14, 2021, meeting minutes are included in the packet.

New Business

- This is Sheryl McGovern’s last Board meeting. She said it is an honor to be back working at the library and appreciated the opportunity. Tomorrow is her last working day.

Next Meeting Date

- January 13, 2022, Noon

Adjournment—*motion by John Berry, second by Cindy Wells.* Motion passed.

The meeting adjourned at 1:11 PM.