



WATERLOO PUBLIC LIBRARY—Board of Trustees—May 12, 2022—Meeting Room AB
Submitted by Kim Chapman

Members present: Ivy Hagedorn, Cindy Wells, Kathleen Wernimont via call-in, John Berry via Zoom
Members absent: Larry Bjortomt
Others present: David Eckert, Amy Rousselow, Lori Petersen, Bob Giesler, Deb Aalfs, Endya Johnson, Kim Chapman, Jillian Rutledge via Zoom, Councilperson Dave Boesen, Councilperson Rob Nichols

<https://us06web.zoom.us/j/85662349896?pwd=QVFLZ3dneWtJV0NvbCtYYVNmano3UT09>

Meeting ID: 856 6234 9896

Passcode: 398032

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:00 PM. A Zoom link was available.

- Roll Call
 - Ivy Hagedorn: present
 - Kathleen Wernimont: present
 - Cindy Wells: present
 - John Berry: present
 - Larry Bjortomt: absent

Approve Agenda—motion by Cindy Wells, second by John Berry

- Roll Call
 - Kathleen Wernimont: yes
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes

Oral Comments of Board Members, Staff and the Public

- Staff member Endya Johnson prefaced her comment in reference to an item listed under Director's Report regarding open business hours. She distributed a document listing operational hours to begin September 6 that had been discussed at a management staff meeting: Monday-Thursday, 9:00 AM-8:00 PM; Friday, 9:00 AM-6:00 PM; Saturday 9:00 AM-5:00 PM; Sunday 1:00 PM-5:00 PM. The hours are pre-Covid hours and adds being opened on Sundays for the entire year. Endya's proposal is a slight change with Friday 9:00 AM-5:00 PM, and Sunday 12:00 PM-5:00 PM. It would be consistent with closing time at 8:00 PM or 5:00 PM, and opening at noon on Sunday would help with preparing and scheduling programs. Staff member Deb Aalfs agreed a noon opening on Sunday would be beneficial to patrons and for programming. She noted the amount of patrons visiting the library in four hours seems to be the same amount of people who visit on an 8-hour day.

Approval of Minutes of the April 14, 2022, Regular Meeting—motion by Cindy Wells, second by John Berry

- Roll Call
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes

Financials

- **Updates**—David Eckert reported it is nearing the end of the fiscal year. Selection staff is spending out their budgets. Workflows, the acquisition module, will allow current orders to be rolled over into the next fiscal year. Remaining monies could be used to help with the diversity collection and the 3rd Age collection.
- **April 2022 Bills—motion by Cindy Wells, second by John Berry, to pay the bills as presented**
 - Roll Call
 - John Berry: yes
 - Larry Bjortomt: absent
 - Ivy Hagedorn: yes
 - Kathleen Wernimont: yes
 - Cindy Wells: yes

Statistical/Usage Report

- David reported some statistics are down, but the two that have shown an increase is programming events and attendance. Youth programming attendance has increased. The eggs and baby chickens webcam had a lot of views. After the eggs hatched, the baby chicks hung around for about a week, then moved to a farm.

Director's Report

- **Board Terms/Reappointments**—John Berry and Cindy Wells will be reappointed to the Board of Trustees. John finished out Warren Wortham's term and has accepted reappointment as his first term. Cindy Wells is finishing her first term and will accept reappointment to her second term.
- **Board Training**—Board training will be a 90-minute session beginning at 10:15 AM on June 9. It will take place before the regular Board meeting, which begins at noon. There will be a 15-minute break between the session and the Board meeting.

- **Staffing Update**—Jillian Rutledge has accepted the Assistant Director position, which also includes responsibility for the Technical Services Department. Staff member Dusty Sanboeuf has accepted the 29-hour Teen Librarian position. Dusty will begin library school this fall, which will fulfill the position requirement. Their two vacant positions have been submitted to the Human Resources Personnel Requisition Committee for filling; the committee meets tomorrow.
- **Space Utilization Project**—the Welcome Desk has been removed. This has resulted in consolidating some of the staff. The Friends of the Library book store will be moved to second floor, and their current space will house large print. All of the AV will be moved to first floor and will be shelved in the current large print area. The second floor Friends space will double their first floor space. Ivy Hagedorn asked about carpeting that David had mentioned at a previous meeting. That is on hold for now. The inquiry on carpet was more about the youth department move. Ivy asked where funds would come from for the projects. We are not to that point yet, but Blackhawk County Gaming will be approached as well as the McElroy Trust.
- **Open Hours Discussion**—there has been discussion of reopening the hours that were in place before the pandemic: Monday-Thursday, 9:00 AM-8:00 PM; Friday, 9:00 AM-6:00 PM; Saturday, 9:00 AM-5:00 PM; Sunday, 1:00 PM-5:00 PM. Sunday hours were previously Labor Day to Memorial Day, but there is consideration for being open year round on Sunday. Five more hours need to be added for accreditation, but staffing must also be balanced throughout the building. Possibly two reference desks on second floor can be consolidated to one staff desk. There is no hourly door count available before 2018. David distributed a document from the door counters of hours and traffic year-to-date. Opening at noon on Sundays will be considered. Cindy Wells expressed concern with noon to 5:00 and noted that attendance dies out between 3:00 and 4:00 on events she has been part of organizing. She proposed 12:00-4:00 PM for Sunday. David noted that closing at 5:00 stays consistent with Saturday closing time. There will be more discussion and the hours will be presented at the June or July meeting for Board action.
- **Miscellaneous**—Amy Rousselow, Jillian Rutledge and David presented virtually at Windows on Waterloo last week. There is an available link if anyone is interested in viewing it. David met with Kelly Stern, CFPL Director, the Waterloo Community Foundation and the Cedar Falls Community Foundation earlier this week in regards to the funds for the Dolly Parton Imagination Library. All donations are to be directed to the Cedar Falls foundation. The Waterloo foundation would like to be a part of that, but there would be many challenges with money at both foundations for this project. The library's role is to find people to support the program and to sign up kids for the program.

Departmental Reports

- Reports are included in the packet.
- Amy Rousselow reported the 2022 summer program has gone live on the library website and brochures are being printed.

Referred for Board Action

- **Travel**—none

Unfinished Business

- **L/M Communication**—April 21, 2022, meeting minutes are included in the packet.

New Business

- Nothing.

Next Meeting Date

- June 9, 2022, Noon

Adjournment—motion by Cindy Wells, second by John Berry

- Roll Call
 - Ivy Hagedorn: yes
 - Cindy Wells: yes
 - Kathleen Wernimont: yes
 - John Berry: yes
 - Larry Bjortomt: absent

The meeting adjourned at 12:31 PM.