



**WATERLOO PUBLIC LIBRARY—Board of Trustees—July 14, 2022—Meeting Room AB  
Submitted by Kim Chapman**

Members present: Larry Bjortomt, Cindy Wells, Kathleen Wernimont, Ivy Hagedorn via Zoom  
Members absent: John Berry  
Others present: David Eckert, Lori Petersen, Jillian Rutledge, Bob Giesler, Becky Miller, Amy  
Rousselow, Kim Chapman, Deb Aalfs (CWA rep)  
Council Liaisons: Dave Boesen, present; Rob Nichols, present

Join Zoom Meeting

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

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

**Approve Agenda**—*motion by Cindy Wells, second by Kathleen Wernimont, amending Election of Officers to the September meeting.* Discussion. Kathleen would like all Board members to be present for a vote.

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

#### **Oral Comments of Board Members, Staff and the Public**

- The Board received a letter from Terry Koeneke who would like to see the library open at 8:00 AM.

**Approval of Minutes of the June 9, 2022, Regular Meeting**—*motion by Kathleen Wernimont, second by Cindy Wells.*

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

#### **Financials**

- **Updates**—David reported that except for about \$300, the FY22 general fund budget was spent; however, there is personnel money left in the budget probably due to timing in hiring and changing staff.
- **June 2022 Bills**—*motion by Kathleen Wernimont, second by Cindy Wells, to pay the bills as presented.*
  - Roll Call
    - John Berry: absent
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
    - Kathleen Wernimont: yes
    - Cindy Wells: yes

#### **Statistical/Usage Report**

- David reported that numbers are up. The summer reading programs have had great attendance with more than 1,000 kids, 124 teens and 200 adults registered.

#### **Director's Report**

- **Board Training—How to Proceed**—three hours of Board training is needed for state accreditation. One option is half hour training sessions before or after Board meetings. Another option is links to articles or videos. In-person meetings following the Board meeting was preferred by Cindy; Kathleen wondered if a combination of in-person and links could be done. David will prepare something for the September meeting.
- **Staff Training Day Tentative Schedule**—an effort is being made for outreach for the staff training, which is September 16. There will be a Pathways presentation, a Humanities Iowa literacy program

and a Habitat for Humanity tour. Noel Anderson, City Planning and Development, will also give a short presentation.

- **Employee Review System**—a monthly check-in with employees will begin soon, with a more formal check-in every six months followed up with an annual review. This can be viewed as a professional development plan.
- **Leadership Cedar Valley Training—Jillian Rutledge**—David would like to send Jillian to this training. The cost is \$1800. Application is required for acceptance into the training. Jillian will apply.
- **FY21 Statistical Report**—the FY21 State Library report of IUPLA libraries was included in the packet for comparison between the libraries. CFPL is not an IUPLA library, but David also included it. He is hoping to improve WPL's standings. WPL is number 5 for population size, but falls low in the majority of the categories.
- **Miscellaneous**—nothing more.

### Departmental Reports

- Reports are included in the packet.

### Referred for Board Action

- **Travel**—none
- **Election of Officers**—no action. Amended to be held at next month's meeting.
- **Set FY23 Meeting Dates**—*motion by Cindy Wells, second by Kathleen Wernimont to hold meetings the second Thursday of the month at noon with no meeting in August and December.*
  - Roll Call
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
    - Kathleen Wernimont: yes
    - Cindy Wells: yes
    - John Berry: absent
- **Approval of FY23 Budget**—*motion by Cindy Wells, second by Larry Bjortomt.*
  - Roll Call
    - Ivy Hagedorn: yes
    - Kathleen Wernimont: yes
    - Cindy Wells: yes
    - John Berry: absent
    - Larry Bjortomt: yes
- **Approval of 2% Salary increase for FY23 for Non-bargaining Staff, including Managers, Shelves, Custodian and 3<sup>rd</sup> Age Coordinator**—*motion by Cindy Wells, second by Kathleen Wernimont.* Kathleen asked how many staff this covered and if the salaries could be shared. A list will be sent to Board members.
  - Roll Call
    - Kathleen Wernimont: yes
    - Cindy Wells: yes
    - John Berry: absent
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
- **Approval of Operating Hours Effective September 6, 2022: Monday-Thursday, 9:00 AM-8:00 PM; Friday and Saturday, 9:00 AM-5:00 PM; Sunday, 12:00 PM-5:00 PM, with Sunday hours year round**—*motion by Cindy Wells, second by Larry Bjortomt.* Discussion. The only request to open at

8:00 AM we are aware of is from Terry Koeneke. We do not remember the library opening at 8:00 AM in the past. Could curbside service be given beginning at 8:00 AM? Staff does arrive at 8:00, but they are preparing for the day. David will give Mr. Koeneke a call. There was previous discussion about closing at 6:00 PM on Friday, but it would be easier for consistency to close at the 5:00 hour.

- Roll Call
  - Cindy Wells: yes
  - John Berry: absent
  - Larry Bjortomt: yes
  - Ivy Hagedorn: yes
  - Kathleen Wernimont: yes
- **Approval of Public Access Computer and Internet Policy, superseding 2015 WiFi Acceptable Use Policy, 2019 Public Access Computer Policy, 2019 Internet Access Policy—*motion by Kathleen Wernimont, second by Cindy Wells.***
  - Roll Call
    - John Berry: absent
    - Larry Bjortomt: yes
    - Ivy Hagedorn: yes
    - Kathleen Wernimont: yes
    - Cindy Wells: yes

#### **Unfinished Business**

- **L/M Communication**—June 16, 2022, meeting minutes are included in the packet.

#### **New Business**

- Nothing.

#### **Next Meeting Date**

- September 8, 2022, Noon

#### **Adjournment**—*motion by Kathleen Wernimont, second by Cindy Wells.*

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

The meeting adjourned at 12:32 PM.