



WATERLOO PUBLIC LIBRARY—Board of Trustees—September 8, 2022—Meeting Room AB
Submitted by Kim Chapman

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

The regular meeting of the Waterloo Public Library Board of Trustees was called to order by Secretary Cindy Wells at 12:00 PM.

Approve Agenda—*motion by John Berry, second by Larry Bjortomt.* Motion carried.

Oral Comments of Board Members, Staff and the Public

- **Sleeping on Library Grounds—John Berry.** John received a call from a Friends member whose spouse was startled by a gentleman sleeping in the cubby at the staff entrance. The man did not say anything or act threatening towards the Friends member and spouse. Cindy Wells asked if there is a policy for sleeping outside on library grounds; there is not, but there is a policy addressing sleeping inside the library. Rob Nichols asked if the library has connections to local shelters. The library created a small informational pamphlet within the past year. David mentioned that people do use the library's wifi from the parking lot and that by the time the library is open, any sleeping person has usually left.

Approval of Minutes of the July 14, 2022, Regular Meeting—*motion by John Berry, second by Larry Bjortomt.* Motion carried.

Financials

- **Updates**—the financial sheets are included in the packets.
- **July 2022 Bills**—*motion by John Berry, second by Larry Bjortomt, to pay the bills as presented.* Discussion regarding the contract with Aramark for mats, mops and towel service. Councilman Boesen mentioned that other City departments are now using Unifirst for those services. John Berry asked about motion sensor lights and investigating cost. Larry Bjortomt asked about the MOBIUS payment; MOBIUS is a courier service transferring books between libraries. Motion carried.

Statistical/Usage Report

- July was a good month with great programming. Numbers are up.

Director's Report

- **Update on Grant Requests**—following suggestions from the space assessment study, David is working on obtaining rough estimates for some of them. The total could be \$213,000 and more for the teen area and moving the youth area. He has submitted some grant applications and is waiting for other grant submissions to open. The McElroy Trust met last night; he should hear soon if the grant application will be approved. John Berry suggested looking at the Otto Schoitz fund; Larry Bjortomt mentioned John Deere also has a foundation and offers grants. Approval of grants will determine what projects will be pursued.
- **New Hours in Effect**—new library hours are in effect this week: Monday-Thursday, 9 AM-8 PM; Friday & Saturday, 9 AM-5 PM; Sunday, 12 PM-5 PM.

- **Miscellaneous**—nothing more.

Departmental Reports

- Reports are included in the packet. There seems to be a lot of duplication, so we will work on shortening the report going forward.

Referred for Board Action

- **Travel**—*motion by John Berry, second by Larry Bjortomt to approve travel requests.* Motion carried.
 - David Eckert, 2022 Annual Conference Iowa League of Cities, Waterloo, IA, September 28-30, Registration \$220
 - David Eckert, Jillian Rutledge, Teresa Dahlgren, and Missie Sturch, 2022 ILA Annual Conference, Coralville, IA, October 12-14, Registration \$805, Lodging TBD
 - Jillian Rutledge, Leadership Cedar Valley, Waterloo, IA, First Monday Monthly October 5-May 3, Registration \$1850
- **Addendum to June Board Minutes: Change Name of Library Use Policy to Behavior Policy**—*motion by John Berry, second by Larry Bjortomt.* Discussion. The name of the policy was given wrong at the June meeting. There will be no change to the policy. Motion carried.
- **Approval to Pay Membership Dues to Kiwanis from Gift Funds for David Eckert**—*motion by John Berry, second by Larry Bjortomt.* Discussion. David has joined the noon Kiwanis Club as the library representative. Motion carried.
- **Approval of Wage Increase for Levi Andreasen to \$14.25 per hour**—*motion by John Berry, second by Larry Bjortomt.* Motion carried.
- **Approval to Hire 2 Part-time Janitorial Staff with Wage Set at \$13.75 per hour**—*motion by John Berry, second Larry Bjortomt.* Motion carried.
- **Approval to Change October Meeting Date to October 6, 2022**—*motion by John Berry, second by Larry Bjortomt.* Discussion. David and Jillian will be attending the Iowa Library Association annual conference October 12-14 during the time the regular meeting would be held. Motion carried.
- **Election of Officers**—*moved by John Berry, second by Larry Bjortomt to present and approve a slate of officers: Cindy Wells, President; John Berry, Vice President; Larry Bjortomt, Secretary.* Motion passed.

Unfinished Business

- **L/M Communication**—July 21, 2022, and August 18, 2022, meeting minutes are included in the packet. The staff in-service will be next Friday, September 16. Staff will hear presentations from the Safety Committee and an annual presentation from the City Safety Director. There will also be presentations from Humanities in Iowa, Pathways Behavioral Services, City Planner Noel Anderson and Director David Eckert. There will be a bus tour provided by Habitat for Humanities and a fun teambuilding activity by staff member Dusty Sanbouef. Lunch and a morning and afternoon snack will be provided. Staff will also celebrate coworker Deb Aalf's 25-year anniversary.

New Business

- Nothing.

Next Meeting Date

- October 6, 2022, Noon

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

The meeting adjourned at 12:38 PM.