



WATERLOO PUBLIC LIBRARY—Board of Trustees—March 9, 2023—Meeting Room AB
Submitted by Kim Chapman

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

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

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

Presentation by Laurie Everhardt of Community Foundation of Northeast Iowa

- Laurie Everhardt is the director of development at the CFNEIA. She shared and explained the quasi funds and the expendable fund. The quasi endowment funds, WPL General Endowment and WPL Library Books and Audio, are funds that collect earnings and can be spent, but the fund must maintain a \$10,000 minimum balance until it is closed. The expendable fund, WPL Capital Improvements and Remodel, is a fund that is not invested and does not collect earnings. All three funds do have administrative fees assessed to them. Donors most generally stipulate how the donation should be used, but Laurie reported the foundation does not ask for verification on how the funds are spent.

Oral Comments of Board Members, Staff and the Public

- Ivy wondered if the morning staff meetings had been canceled, and if so, why, as she had received concerns from some staff. David reported the morning staff meetings are no longer being held, but notes are sent out daily to the entire staff.

Approval of Minutes of the February 9, 2023, Regular Meeting—*motion by Ivy Hagedorn, second by John Berry.* Motion carried.

Financials

- **Updates**—the Budget Performance Report is in the packet, along with the Waterloo Community Foundation Fund Activity Summary. Ivy Hagedorn said she noticed a \$700,000 GO bond for the library on the City Council agenda. Councilperson Boesen responded the money is for a new boiler. Ivy suggested David Eckert talk one on one with Noel Anderson, who is part of the decision makers regarding bond money. Dave Boesen and Rob Nichols explained the bond money and how it works. They suggested the Board schedule a meeting with Noel Anderson, or go to the City Council during oral comments to express concerns. Cindy Wells will call a meeting with Noel.
- **February 2023 Bills**—*motion by John Berry, second by Ivy Hagedorn, to pay the bills as presented.* Motion carried.

Statistical/Usage Report

- David pointed out comparisons in customer count from a year ago. It is up 3,000. Circulation is up from last year, along with programming and attendance.

Director's Report

- **Project/Space Reorganization Update**—the reference staff is working hard on moving items out of the local history/genealogy room and onto the floor. The reference staff has met with Kirk Gross Company and has looked at several desk options for the staff station, which will be changed from two desks to one. Progress is being made! Moving The Hive from first floor to second floor is the next step.
- **Staffing Update**—there are two current openings, a 29-hour IT Library Assistant and a 29-hour Library Assistant. There are internal candidates for both of those positions. A 26-hour position recently vacated was approved this morning by the Personnel Requisition Committee to become a 29-hour position.
- **Outreach**—Jillian Rutledge and Becky Miller attended Legislative Day in Des Moines on Tuesday of this week. David attended a Habitat for Humanity meeting and the Walnut Neighborhood Association meeting. He also plans to attend a Church Row Neighborhood Association Meeting.
- **Miscellaneous**—a \$3,000 grant was received from the LORAL Trust for the youth summer program. Ivy asked about the dollar amount needed for the building project. Application has been made to the Schoitz Foundation for \$87,000 for furniture needs, but the rest of the funding is in place for the project.

Collective Department Report

- The Collective Department Report is included in the packet.

Referred for Board Action

- **Amendment to Behavior Policy**—*motion by Larry Bjortomt, second by John Berry.* Discussion. Amendments to the policy includes rules and regulations that are outlined in the policy apply to all patrons and staff; the use of tobacco, nicotine and electronic smoking device products on library grounds, including in a city vehicle, is prohibited; sleeping on the floor of the library or grounds is not permitted. The changes are being requested in order to fulfil requirements by Pathways Behavioral Services for free no smoking signage for the library. Since that wording is being added, it is convenient to add no sleeping on the floor or library grounds wording at the same time. There was a long discussion on child safety within the library. Motion not carried.

Approve the behavior policy as presented and add a reference to the Safe Child Policy *motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.

Unfinished Business

- **L/M Communication**—February 16, 2023, meeting minutes are included in the packet.

New Business

- None.

Next Meeting Date

- April 13, 2023, Noon

Adjournment—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.

The meeting adjourned at 1:03 PM.