



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—September 14, 2023—  
12:00 PM—Conference Room  
Submitted by Kim Chapman**

Members present: Cindy Wells, Larry Bjortomt, Ivy Hagedorn (Zoom), John Berry (Zoom)  
Members absent: Kathleen Wernimont  
Others present: David Eckert, Kim Chapman, Amy Rousselow, Jillian Rutledge, Lori Petersen,  
Josee Varboncouer, Carolyn Sallis (CWA Rep), Denise Osgood (CWA Rep), Nathan  
Compton (ISG Architect), Pam Johnson (ISG Architect)  
Council Liaisons: Dave Boesen

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- I. **Call to Order**—the regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:00 PM.
- II. **Approve Agenda**—*motion by Larry Bjortomt, second by John Berry to amend agenda by adding approval of September 13, 2023, Special Meeting Minutes and to move item VII.C.2. (Recommendation of Bid for 2023 Interior Renovation Project) to after approval of minutes.* Motion carried.
- III. **Oral Comments of Board Members, Staff and the Public**—staff member Josee Varboncouer is a graduate student in Library Science and is attending today’s meeting for one of her classes.
- IV. **Approval of Minutes**—*motion by John Berry, second by Ivy Hagedorn to approve the minutes as presented.* Motion carried.
  - a. July 13, 2023 Regular Meeting
  - b. August 4, 2023 Special Meeting
  - c. August 17, 2023 Special Meeting
  - d. September 13, 2023 Special Meeting

VII. C. 2. (amendment to the agenda) **Recommendation of Bid for 2023 Interior Renovation Project**—a document of the construction budget was included in the packet showing a summary of the funding received and how it would be spent. A revised bid was received from Woodruff Construction. There was discussion on completing the construction in phases with the suggestion of waiting on furniture and carpeting for the second phase. Phase One would include the wall on first floor, two big windows, a third window and choosing Kirk Gross Company to install a glass wall for the teen area on second floor for a total of \$264,700. *Motion by John Berry, second by Larry Bjortomt to move ahead on Phase One.* Motion carried.

- V. **Financials**
  - a. Updates—financial reports included in the packet are from the City, Community Foundation of Northeast Iowa and Waterloo Community Foundation.
  - b. *Motion by Larry Bjortomt, second by Ivy Hagedorn to pay the bills as presented.* Motion carried.
    - i. June 2023 Bills
    - ii. July 2023 Bills
    - iii. August 2023 Bills

VI. **Statistical/Usage Report**—customer count is up. Youth stats confirm there was no youth programming offered during the month of August.

- VII. **Director’s Report**
  - a. Informational Updates
    - i. FY24 Budget Document—David created a budget document he felt would be easier to read. The revenue and expenses are consolidated into their own area, and budget line items from all funding is combined. Dave Boesen asked if the city has had conversations regarding next year’s budget, specifically the tax levy. David reported that Bridgett Wood, the City’s Finance Director, asked him to give thought to what could happen at the library if 10% of the tax levy budget was lost. With the new state law, the levies will be collected, but will go to the cities to disperse. Dave Boesen indicated he would not support funding the library with less than the levy amount.

- ii. Building Project Update—covered earlier.
  - iii. Miscellaneous—nothing more.
- b. Collective Department Report—included in the packet. Amy Rousselow distributed a Raygun QR code that is available for ordering library t-shirts through the Friends of the Library.
- c. Referred for Board Action
  - i. Travel—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried.
    - 1. David Eckert, State Library 2023 Learning Circuit, Waterloo, September 28, 2023, \$50
    - 2. David Eckert and Jillian Rutledge, ILA Annual Conference, Dubuque, IA, October 11-13, 2023, \$970 Registration and Lodging
  - ii. Recommendation of Bid for 2023 Interior Renovation Project—discussed and moved earlier.
  - iii. Approval of Revised ByWater Contract—*motion by Ivy Hagedorn, second by Larry Bjortomt.* Motion carried. This was approved at an earlier meeting, but the City of Cedar Falls wanted some legal changes in wording.
  - iv. Approval to Change October 12 Meeting Date—*motion by Ivy Hagedorn, second by Larry Bjortomt to hold the next meeting on November 9.* Motion carried. David and Jillian will be attending the ILA annual conference October 11-13. Options to changing the meeting date is to the week before, or the week following, October 12, or to cancel the October meeting as the meeting quota is being met for the state library requirements.

**VIII. Unfinished Business**

- a. L/M Communication—meeting minutes are included in the packet.
  - i. July 17, 2023 Meeting Minutes
  - ii. August 17, 2023 Meeting Minutes

**IX. New Business**

- a. Levy Coalition Update—Cindy is working with Billie Bailey from the Grout Museum, which is also affected by the new tax levy law. Discussions with legislators so far have not been successful. Cindy is organizing a gathering of local people to meet with legislators at the Grout to discuss the consequences for the library and the museum with the change to the levies. Cindy would like to see the legislators work to rescind the section of the law that takes the levies from libraries and museums. Ninety seven libraries and four museums receive levy money and would be greatly affected by losing this funding.
- b. Presentation and Discussion to Establish a Strategic Reserve Fund—this item was presented by John Berry for the agenda, who had to leave the meeting at 12:25 PM.

X. **Next Meeting Date**—November 9, 2023, Noon

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

The meeting adjourned at 12:54 PM.