



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—November 9, 2023—12:00 PM—Conference Room
Submitted by Kim Chapman**

Members present: Larry Bjortomt, Cindy Wells, John Berry (Zoom), Ivy Hagedorn (Zoom)
Members absent: Kathleen Wernimont
Others present: David Eckert, Kim Chapman, Lori Petersen, Amy Rousselow, Jillian Rutledge, Carolyn Sallis (CWA Rep), Dusty Sanboeuf (CWA Rep)
Council Liaisons: Dave Boesen, Rob Nichols (Zoom)

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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 12:02 PM.
- II. **Approve Agenda**—*motion by John Berry, second by Ivy Hagedorn to approve the agenda as presented.* Motion carried.
- III. **Oral Comments of Board Members, Staff and the Public**—none.
- IV. **Approval of Minutes**—*motion by Ivy Hagedorn, second by John Berry to approve the September 14, 2023 minutes as presented.* 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. No issues noted.
 - b. *Motion by John Berry, second by Ivy Hagedorn to approve payment for the September 2023 and October 2023 bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—most categories show an increase from the previous month. New cards were issued to students from the Van G. Miller Adult Learning Center; check out of e-magazines showed a significant increase; Traveling Tales circulation doubled; reference questions answered at the reference and youth desks increased, along with customer service questions in youth and the circulation desk; youth programming and attendance increased; the haunted library program for adults was very well-attended.
- VII. **Director's Report**
 - a. Informational Updates
 - i. Building Renovation Project Update—David has approved two change orders: 1.) add an alarm to the door that leads outside to Cedar Street; 2.) add steel piping into the wall for extra support to attach the new wall. The timeline has been moved to the end of January. Construction is three weeks behind schedule; the contractors meet this afternoon.
 - ii. Miscellaneous—an effort is being made by Cindy Wells and Grout Museum Director Billie Bailey regarding the changes to the special tax levies by sending messages to Iowa legislators. The library management team has brainstormed ideas to push out facts to citizens.
 - b. Collective Department Report—was mistakenly left out of the packet. Kim Chapman will send it out separately.
 - c. Referred for Board Action
 - i. Travel—*motion by Ivy Hagedorn, second by John Berry.* Motion carried.
 1. Jillian Rutledge, LibraryWorks, Inc., Webinar, September 13, 2023, \$49
 2. Jillian Rutledge, American Library Association, Webinar *Practical AI Tools for Library Staff*, November 28, 2023, \$71.10
 - ii. Approval for Carpet Bid—three carpet bids are included in the packet: D&W Floor Covering, \$56,691; Riley's Floors, \$50,275; Sherwin-Williams, \$56,690. *Motion by Larry Bjortomt, second by Ivy Hagedorn to accept Riley's Floors bid;* discussion. Motion carried. David mentioned that the McElroy Trust has sent an additional grant check for \$58,000 for purposes of carpeting. Any leftover money will be returned to the trust.
 - iii. Approval of Updated Waterloo Public Library Personnel Manual—*motion by Ivy Hagedorn, second by John Berry to approve the changes as presented.* Discussion:

the tardy policy is part of this group of policies and was approved in June 2023; the dress code has been updated to reflect wearing a name tag; prorated benefit changes begins at 30 days after temporary hours are taken; staff prizes policy and leave without pay policy remain the same. Motion carried.

- iv. Approval to Increase Taylor Deitrick's (Custodial Staff) Wage to \$13.75 Per Hour—*motion by Ivy Hagedorn, second by John Berry*. Discussion. Kim Chapman explained that Taylor is at a much lower wage than what was approved earlier this year for new starting janitorial employees. Taylor is now part of a team of two custodians and has taken on more responsibilities. Motion carried.

VIII. Unfinished Business

- a. Director Evaluation Discussion (Cindy Wells)—the evaluation instrument will be sent out around December 10 and asked to be returned before the end of the year so that the evaluation could be done in January. There are three different groups, each with its own form. There are two ways the Board can hold the evaluation, public or a closed session. It would be David's choice to go into a closed session.
- b. Tax Levy Update (Cindy Wells)—there was a legislative informational forum held at the Grout Museum earlier with a good sized group of 50. Cindy felt the legislators didn't realize what they were voting for and how it would impact those entities who rely on the tax levy revenues for their operations. The hope is that a companion bill will be written for the January legislative session. People can help by writing their legislators.
- c. L/M Communication—meeting minutes are included in the packet.
 - i. September 21, 2023 Meeting Minutes
 - ii. October 19, 2023 Meeting Minutes

IX. New Business—none

X. **Next Meeting Date**—January 11, 2024, Noon

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

The meeting adjourned at 12:38 PM.