



**WATERLOO PUBLIC LIBRARY—Board of Trustees—May 13, 2021—Meeting Room A and Zoom
Submitted by Kim Chapman**

Members present: Larry Bjortomt, Cindy Wells, John Berry, Kathleen Wernimont (dialed in)
Members absent: Ivy Hagedorn
Others present: Nick Rossman, Amy Rousselow, Bob Giesler, Jillian Rutledge, Lori Petersen,
Carolyn Sallis, Deb Aalfs, Kim Chapman, Councilperson Margaret Klein,
Councilperson Patrick Morrissey

Join Zoom Meeting

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Dial

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by Secretary Cindy Wells at 12:05 PM. The meeting was held in person; Kathleen Wernimont attended virtually.

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

Oral Comments of Board Members, Staff and the Public

- A presentation from John Keister of John Keister & Associates, LLC, Executive Search for Library Directors, was given virtually. Mr. Keister explained executive recruiting and how it applies to a library director search. Documents, including a proposal and company references, were distributed to Board members.

Approval of Minutes of the April 8, 2021, Regular Meeting—*motion by Larry Bjortomt, second by John Berry.* Motion passed.

Financials

- **Updates**—April 2021 City financial reports and quarterly financial reports from the Community Foundation of Northeast Iowa are included in the packet.
- **Current Bills (bills paid April 2021)**—*motion by John Berry, second by Larry Bjortomt.* Motion passed.

Statistical/Usage Report

- The statistical/usage report was reviewed. Usage is slowly improving, but numbers are lower than last month. Cindy Wells commented that when she brings her granddaughter to the library on

Saturdays she is not seeing the traffic of pre-Covid days. There could be many reasons, including children not receiving the vaccine yet.

Director's Report

- COVID Update—Nick reported the mayor is working with the county health department regarding Covid restrictions, including easing off the mask mandate. There was a vaccination event for City staff, but many had already received vaccines from other sources. Tomorrow, May 14, will be two weeks following the second shot, so those who received their shots this way will be fully vaccinated. Blackhawk County is at “elevated” risk for Covid; we will increase our operating hours to 9:00 AM-7:00 PM, Monday through Thursday, and 9:00 AM-5:00 PM Friday and Saturday beginning June 7.
- Budget Update—the City is working with one more union on wage negotiations. We hope to have a budget for the June 10 regular meeting.
- Board Training—included in the packet is:
 - Iowa Library Trustee's Handbook, Chapter 4 (refresher)
 - Iowa Library Trustee's Handbook, Chapters 9-12
- Meeting Room Policy Discussion—the University of Iowa students who worked with us, and the City, found the Library meeting room policy to be very restrictive. Included in the packets is the current meeting room policy and a document with proposed changes. One proposal is to open the meeting rooms to for-profit businesses for a fee. Cindy Wells thought not charging for meeting room use is more in line with the library's mission to provide services. Jillian Rutledge commented it is across the board for libraries to charge meeting room fees to for-profit groups and is a small way to pull in revenue. Councilperson Morrissey suggested fees could be waived for those for-profit groups who were members of the Friends.
- Staffing Update—Jim Bennett and Dusty Sanboeuf, formerly 20-hour employees, have become 29-hour employees filling in the two vacant 29-hour positions. Interviews are in process to fill their two spots.
- Miscellaneous
 - A project by the Center for the Arts included pianos that were painted and placed around downtown businesses, including the library. Our piano was delivered this morning and will sit under the overhang at the front door. It will be covered, or brought inside the vestibule, each night. The pianos are playable.
 - The tuck pointing and cleaning of the outside of the building should be done before RAGBRAI rolls into town on July 28, according to reports from Greg Ahlhelm.
 - RAGBRAI riders will have an overnight stay in Waterloo July 28. One of the official entrances to the event will be at W. 3rd and Commercial Streets with the library being one of the first stops with information booths located on the sidewalk in front of the building. Quite possibly our meeting rooms will be used as a med center, especially for those people who need to escape the heat. We will have extra staff scheduled for restroom cleaning during open hours, but will close the library at its regular time at 7:00 PM.

Departmental Reports

- Reports are included in the packet.
- Nick Rossman, Technical Services—Nick, and staff member Kim Mashek, presented a virtual session at the annual COSUGI (SirsiDynix Users Group) conference towards the end of April. Kim is looking at different products to take care of the bibliographical records issue.

Referred for Board Action

1. Travel
 - a. Endya Johnson, National Conference of African American Librarians Virtual Conference/Black Caucus of ALA, July 28-August 1, 2021, \$50—*motion by John Berry, second by Larry Bjortomt.* Motion passed.
2. Acceptance of Resignation Letter from Director—*motion by Larry Bjortomt, second by Kathleen Wernimont.* Nick thanked Board members for all their support over this past year. Nick was thanked by Board members for the nice job he has done this past year, especially dealing with the pandemic. He quite possibly will be remembered as “the COVID Director”. Motion passed.
3. Approval of Appointment of Jillian Rutledge as Interim Director—*motion by Larry Bjortomt, second by Kathleen Wernimont.* John Berry asked about the process for bringing Jillian’s name forward. Nick responded that he had suggested she be appointed as the interim. Motion passed. Jillian said she gratefully accepts this opportunity.
4. Approval of Stipend of \$1,500 Monthly for Interim Director—*motion by Larry Bjortomt, second by John Berry.* Along with being the interim director, Jillian will continue part of her current job duties. Motion passed.
5. Approval of Temporary Management Position—*motion by John Berry, second by Larry Bjortomt.* Cindy Wells reported Sheryl McGovern has offered to help out on a temporary basis during the director search. Nick has submitted paperwork to the personnel requisition committee for a temporary position. Motion passed.
6. Approval of Temporary Management Position Salary—*motion by Larry Bjortomt, second by John Berry.* The temporary position will be 20-25 hours per week for a salary of \$30 per hour. Motion passed.
7. Approval to Pay Membership Dues to Rotary for Amy Rousselow—*motion by Kathleen Wernimont, second by John Berry.* Amy will take Nick’s place as a library employee Rotary member. (Jillian is a member of the Exchange Club.) The quarterly dues have been \$60 during the pandemic, but will increase to the regular dues schedule when meetings return to normal. Motion passed.

Unfinished Business

- L/M Communications—April 15, 2021, meeting minutes are included in the packet.

New Business

- Director Search Discussion—John Berry and Cindy Wells agreed to be on the director search subcommittee. Other members will be Kim Chapman, Amy Rousselow, union representative Carolyn Sallis, former director Sheryl McGovern, DIB committee member Kim Camarata and Friends President Mike Herman. The search committee will meet before next month’s Board meeting to discuss the hiring process and the presentation made by John Keister.

Next Meeting Date

- June 10, 2021, Noon

Adjournment—*motion by Kathleen Wernimont, second by John Berry.* Motion passed.

The meeting adjourned at 12:57 PM.