



WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—June 13, 2024—12:00 PM—Conference Room
Submitted by Kim Chapman

Members present: Cindy Wells, Larry Bjortomt, Kathleen Wernimont, John Berry
Members absent: Ivy Hagedorn
Others present: David Eckert, Lori Petersen, Becky Miller, Amy Rousselow, Jillian Rutledge, Kim Chapman, Denise Osgood, Carolyn Sallis
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 12:00 PM.
- II. **Approve Agenda**—*motion by John Berry, second by Kathleen Wernimont 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 John Berry, second by Kathleen Wernimont to approve the May 9, 2024, Regular Meeting minutes as presented.* Motion carried.
- V. **Financials**
 - a. Updates—the City financial reports are included in the packet. Nothing seems out of line. We are spending as best as we can for the ending of the fiscal year.
 - b. *Motion by Kathleen Wernimont, second by John Berry to approve payment for the May 2024 bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—David pointed out some statistics: magazine check-out shows a large increase from last month; customer service questions at the circulation desk are up; a lot of materials were added to the collection this past month; youth attendance for events is up; attendance for technology class/help is up. John Berry asked about the Traveling Tales program;

Lori reported that it is still going strong, along with the books to go program.

VII. Director's Report

a. Informational Updates

- i. Thank You to Outgoing Board Members: Ivy Hagedorn, Kathleen Wernimont—thank you Kathleen and Ivy. Both served on the Board for two 6-year terms, Ivy as president for four years, and Kathleen as vice president for four years. They have been involved in hiring directors, they helped to keep library resources available to patrons during COVID times and were part of the latest library renovation project. Cindy Wells echoed a thank you.
- ii. New Board Member Announcement—the City Council approved two applicants to serve on the Library Board: Emily Hanson of Black Hawk County Gaming Commission and Lynn LaGrone of Hawkeye Community College. Three-ring binders were created for the incoming board members, and also distributed to the current board members.
 1. Public Library Trustees Ethics Statement—new Board members will sign this statement; current members were also asked to sign it.
- iii. Building Renovation Project Update—a vinyl decorative design has been added to the teen glass walls and a donor acknowledgement sign has been attached to one of the doors. A donor acknowledgement plaque is being created for the first floor. The construction company is still waiting on two more boards that are set to arrive June 18. Amy is working on the reports for the grants. A ribbon-cutting ceremony will take place the evening of September 13.
- iv. Staffing Update—a long time open 40-hour assistant position has been filled from in-house, which leaves a 29-hour position open. Kim Chapman has announced her retirement for August 30. We have been given permission to fill her position before she leaves to allow for training.

b. Collective Department Report—included in the packet.

c. Referred for Board Action

- i. Approval to Close September 13 for Staff In-service—*motion by John Berry, second by Kathleen Wernimont. Motion carried.*
- ii. Approval to Serve Beer and Wine for Ribbon Cutting Ceremony at 5:00 PM on September 13 for Youth & Teen Renovation Project—*motion by Kathleen Wernimont, second by John Berry. Motion carried.*
- iii. Approval of the FY25 County Contract—*motion by John Berry, second by Larry Bjortomt. Motion carried.*
- iv. Approval of Amendment to Behavior Policy: *Patrons must wear shoes and clothing covering their torsos at all times. Exceptions will be made for children under the age of 3 years old in strollers, carriers, infant seats, or other carrying devices and for mothers nursing their children. Motion by John Berry, second by Kathleen Wernimont. Motion carried.*
- v. Approval of Amendment to Library Services Policy: *Notaries will not notarize photocopies of public documents; Notary service is not available for handwritten deeds; Notaries shall not notarize documents written in any language other than English; The signer and notary must be able to directly communicate and understand each other in the same language without reliance on a third party to interpret another language; Notaries will only place their seal or stamp on a page containing*

a valid certificate of notarial act. Motion by Kathleen Wernimont, second by John Berry. Changes regarding notary service were recommended by the City Attorney. Motion carried.

- vi. Approval of Memorandum of Understanding with Cedar Valley Woodworkers Association—*motion by Kathleen Wernimont, second by John Berry.* The woodworkers are building the new circulation desk as a club project. The library will pay for the materials. Motion carried.

VIII. **Unfinished Business**

- a. Tax Levy Update (Cindy Wells)—Cindy reported that 97 libraries have lost their levies; Cindy has talked to 91 of them. Timi Brown-Powers and two legislators are working on getting this law reversed. Cindy has created a spreadsheet of the funding lost by libraries. She is asking the director of each one of the 97 libraries and the four museums to forward the information to their City Council to show them the “unintended consequences” of the legislature. Cindy reported there are two museums that will definitely close.
- b. L/M Communication
 - i. May 16, 2024 Minutes are included in the packet. No questions raised.

IX. **New Business**—none

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

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

The meeting adjourned at 12:39 PM.