



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—September 12, 2024—
12:00 PM—Conference Room
Submitted by Bethany Nelson**

Members present: Cindy Wells, Larry Bjortomt, Emily Hanson (Zoom), Lynn LaGrone, John Berry (Zoom)

Members absent:

Others present: David Eckert, Becky Miller, Amy Rousselow, Jillian Rutledge, Sarah Sellers, Bethany Nelson

Council Liaisons: Dave Boesen, Rob Nichols (Zoom)

Join Zoom Meeting

<https://us06web.zoom.us/j/81481945052?pwd=lxGYldsK6zmHfrlaoZqqBz5N3hJqqx.1>

Meeting ID: 814 8194 5052

Passcode: 150133

- I. **Call to Order**—the regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Cindy Wells at 12:01 PM.
- II. **Approve Agenda**—*motion by Larry Bjortomt, second by Lynn LaGrone 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 Lynn LaGrone, second by Larry Bjortomt to approve the July 11, 2024, Regular Meeting minutes as presented.* Motion carried.
- V. **Financials**
 - A. Updates—David reported that the library is just a few months into the new fiscal year, and things are looking as expected so far.
 - B. *Motion by Lynn LaGrone, second by Larry Bjortomt to approve payment for the July and August 2024 regular and gift bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—David pointed out some statistics; most programming numbers were down for the usual drop in offerings after the big push of the summer program ends. Adult program attendance numbers were still relatively high, largely due to outreach events.
- VII. **Director's Report**
 - A. Informational Updates
 1. Annual Statistics—David gave a brief overview of his detailed statistics presentation to come at the end of the meeting. He created a document

comparing WPL statistics with other IUPLA (Iowa Urban Public Library Association) libraries. Waterloo sits high for internet use per visit, average attendance per program, and use by collection size. There was some discussion of ways to raise the library's "percentage of population with a library card" number. Lynn LaGrone suggested a promotional campaign or a library card signup contest between schools or businesses. Amy Rousselow stated that staff bring new cards and can sign people up at outreach events.

2. Miscellaneous—David reminded the Board about the Youth and Teen Renovation Project ribbon cutting event on September 13. Construction on this is now complete with the final bill having been received. Staff in-service day is also September 13. The library has several new hires and is back up to full staff.

B. Collective Department Report—included in the packet.

C. Referred for Board Action

1. Travel—*motion by Larry Bjortomt, second by Lynn LaGrone to approve all listed travel.* Motion carried.
 - a. David Eckert, Teresa Dahlgren, State Library Learning Circuit, July 26, Cedar Falls, \$50
 - b. David Eckert, Jillian Rutledge, Sarah Sellers, Nolan Rochford, Iowa Library Association Annual Conference, October 9-11, Des Moines, \$1700 (registration and hotels)
 - c. David Eckert, Lunch & Learn – Creating a Culture of Excellence and Civility, Grow Cedar Valley, October 3, Cedar Falls, \$35
2. Approve Changing October Meeting Date to October 17—*motion by Larry Bjortomt, second by John Berry.* Motion carried.
3. Approve Changes to Resolution for Management Staff Vacation Schedule: Remove current language for Vacation Accrual and replace with *All library administrative employees shall receive 10 days of vacation at date of hire and shall accrue vacation according to the following schedule: after one year, 20 days; after eight years, 25 days.*—*motion by Emily Hanson, second by Lynn LaGrone.* Motion carried.
4. Approve Starting Rate of \$11 per hour for Shelves, Effective September 14, 2024—*motion by Emily Hanson, second by John Berry.* Motion carried.
5. Approve Change in Rate for Shelves Chris Schmitz to \$11 per hour—*motion by Lynn LaGrone, second by John Berry.* Motion carried.
6. Approve Contract with Ally Frame for Memorial Art for Endya Johnson—*motion by Lynn LaGrone, second by John Berry.* David reported that he signed this contract but that we can get out of it at several stages during the production of the artwork. The total cost for the work, printing, and framing, is \$2,618.18. His only concern was being sure we could fundraise this amount, but staff are optimistic due to the number of boards and service organizations Endaya served on. Lynn asked if a member of Endaya's family could be shown the artwork ahead of time. Jillian reported that a member of staff has been working with the artist and has spoken to Endaya's family. Motion carried.

VIII. Unfinished Business

- A. Advocacy Update (Cindy Wells)—Cindy reported that she and Billie have contacted the House. They have asked Jane Bloomingdale and Annette Sweeny (Senate) to write a bill to revert the levy back to what it was. They are presently determining how to get this bill written. Their next

meeting will be in late October. Timi Brown-Powers will be in attendance at that meeting, as well. Emily asked if there were lobbying staff at the State Library who could assist; David and Cindy reported that there are two individuals who work in that capacity for ALA and they have worked with them, but Cindy is working closer with the League of Cities representative. Emily asked if the City has been involved in this process; Cindy stated that they meet with Bridgett and the Mayor periodically to provide them updates. General discussion of the future of levy-funded organizations in Waterloo followed.

B. L/M Communication

1. July 18, 2024 and August 15, 2024 Minutes are included in the packet. No questions raised.

IX. **New Business**—none.

X. **Next Meeting Date**—October 17, 2024, Noon.

XI. **Adjournment**—*motion by Larry Bjortomt, second by Lynn LaGrone.* Motion carried.

The meeting adjourned at 12:29 PM.