



WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—October 17, 2024—12:00 PM—Conference Room
Submitted by Bethany Nelson

Members present: Cindy Wells, Larry Bjortomt, Emily Hanson, Lynn LaGrone, John Berry
Members absent:
Others present: David Eckert, Becky Miller, Jillian Rutledge, Lori Petersen, Dusty Sanbouef, Jordan Beardsley, Bethany Nelson, Carolyn Sallis, Derek Kimball, Martin Petersen, Ann Smisek, Missy Gearhart
Council Liaisons: Dave Boesen

Join Zoom Meeting
<https://us06web.zoom.us/j/83661588498?pwd=HbYshBzfZbZaJg1nayQV48UoTSUqkA.1>

Meeting ID: 836 6158 8498
Passcode: 424660

- 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 Emily Hanson to approve the agenda as presented.* Motion carried.
- III. **Update on Endowment Accounts by Derek Kimball of Community Foundation of Northeast Iowa**—Derek Kimball has been at the CFNEIA for just shy of one year. He presented on the Library's overall fund performances. The Library's general endowment is a quasi-fund, meaning it is fully invested in the market but both the principal and earnings can be accessed at any time. The general endowment has no use restrictions. Giving tends to be focused more toward restricted/permanent endowments, which Derek advised the Library could consider adding. There is a \$10,000 minimum for establishing both quasi and permanent endowments. There is another fund set up identically to the general endowment but restricted to the purchase of books and audio materials, per donor wishes. A fund for capital improvements and remodels was originally created with balances from retired funds and has since only received funds through inter-fund transfers; it is not invested. Derek discussed with the Board the potential benefits of moving the remaining balance to the general quasi-fund. The board will revisit this topic in their November meeting. Derek closed by encouraging the Waterloo Public Library to apply for upcoming discretionary grants through the CFNEIA. David replied that staff have already begun work on applying.
- IV. **Oral Comments of Board Members, Staff and the Public**—none.
- V. **Approval of Minutes**—*motion by John Berry, second by Emily Hanson to approve the September 12, 2024 Regular Meeting and September 23, 2024 Special Meeting minutes as presented.* Motion carried.

- VI. **Financials**
- A. Updates—David reported nothing out of the ordinary for financials.
 - B. *Motion by John Berry, second by Lynn LaGrone to approve payment for the September 2024 regular and gift bills as presented.* Motion carried.
- VII. **Statistical/Usage Report**—David reported an increase in programming attendance numbers for youth and teens in September, largely due to a successful Dot Day and teen outreach program. The board expressed thanks for the creativity and hard work of Library staff.
- VIII. **Director’s Report**
- A. Informational Updates
 1. Miscellaneous—David reported that four staff members attended the Iowa Library Association Annual Conference. David presented on hiring practices, which was well-received. David and Amy have started work on grants to finish the first floor renovation project, focusing on furniture, a window in the programming area, and a fun zone under the stairs, in that order. The furniture will be divided into two parts: basic seating and educational additions, such as a light table, wall-mounted activity boards, endcap activity boards, etc.
 - B. Collective Department Report—included in the packet.
 1. Larry Bjortomt thanked Jillian and Amy for their work to secure a \$20,000 gift for the Dolly Parton Imagination Library.
 - C. Referred for Board Action
 1. Travel—*no action needed.*
- IX. **Unfinished Business**
- A. Advocacy Update (Cindy Wells)—Cindy reported that she and Billie Bailey will meet with Jane Bloomingdale, Annette Sweeny, and Timi Brown-Powers on Wednesday. They sent an informational spreadsheet to this group and will send to the whole House and Senate after the elections. Cindy will provide an update at the November Board meeting.
 - B. L/M Communication
 1. September 19, 2024 Minutes were included in the packet. No questions raised.
- X. **New Business**—none.
- XI. **Next Meeting Date**—November 14, 2024 at Noon.
- XII. **Closed Session to Evaluate the Professional Competency of Employee Pursuant to Iowa Code Section 21.5(1)(i)**—*motion by Larry Bjortomt, second by John Berry to enter closed session at 12:44 PM.* Motion carried.
- XIII. **Exit Closed Session**—*motion by John Berry, second by Lynn LaGrone to exit closed session at 2:19 PM.* Motion carried.
- XIV. **Adjournment**—*motion by John Berry, second by Emily Hanson.* Motion carried.

The meeting adjourned at 2:20 PM.