



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—November 14, 2024—  
12:00 PM—Conference Room  
Submitted by Bethany Nelson**

Members present: Cindy Wells, Larry Bjortomt, Emily Hanson, John Berry  
Members absent: Lynn LaGrone  
Others present: David Eckert, Becky Miller, Jillian Rutledge, Dusty Sanbouef, Bethany Nelson,  
Carolyn Sallis, Erin Tink  
Council Liaisons: Dave Boesen, Rob Nichols (Zoom)

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 Emily Hanson, second by John Berry to approve the agenda as presented.* Motion carried.
- III. **Update on Endowment Accounts by Erin Tink of the Waterloo Community Foundation**—Erin reported that the Waterloo Community Foundation is a relatively new organization, currently in its 9<sup>th</sup> year. They are focused on the needs and opportunities of Waterloo specifically. They just crossed \$5 million in assets under management this year and oversee a little over 100 funds. WPL has two funds at the WCF. The first was set up by the Board as a permanently endowed fund. The Library can utilize 5% of the average fund balance over the last 8 quarters. Emily asked who the owner of the fund is; it is the designation of who it benefits, so the Library is in this case, but the Board receives regular updates as the forming organization. There is no stated purpose for the fund beyond general support for WPL. There is a second fund set up by an anonymous donor this year. The initial donation to start the fund was \$33,333.33. There is no designated purpose for this fund. Donors to this fund may receive state tax credits, and Tink reported that people do “shop the funds” when they’d like to make a donation. Another fund is currently in the works with the Friends of the Library, but this would be a quasi-fund, not a permanent endowment. This means its most natural purpose is to spend 5% like a permanent endowment, but the Library could request more. The Friends would like a minimum balance of \$2,500 in this fund. John inquired as to whether the Board is consulted if the Director wishes to utilize these funds. David reported that gift bills are approved by the Board in the financials, and he has sought pre-authorization from the board for large amounts needed for capital projects, etc.
- 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 October 17, 2024 Regular Meeting minutes as presented. Motion carried.*
- VI. **Financials**
- A. Updates—David provided an update on Derek Kimball’s suggestion to move the Capital Improvement Fund dollars into the General Fund at the CFNEIA so it will be invested. *Motion by John Berry, second by Emily Hanson to move the Capital Improvement Fund into the General Fund at the Community Foundation of Northeast Iowa. Motion carried.*
  - B. *Motion by John Berry, second Emily Hanson to approve payment for the October 2024 regular and gift bills as presented. Motion carried.*
- VII. **Statistical/Usage Report**—David reported that Traveling Tales is back and showing good numbers, and that staff have seen more reference questions and good attendance for programs. Amy reported that Traveling Tales runs from October through May.
- VIII. **Director’s Report**
- A. Informational Updates
    - 1. Miscellaneous—David reported that there is a lot of internal work going on at present, including incident reporting procedure. He will be working on that in the coming days with staff and union representatives. After the incident in October, he asked the Waterloo Police Department to conduct an active shooter training and the Black Hawk County Sheriff’s Office to conduct a de-escalation training. There was general discussion of safety protocols and the possibility of panic buttons. David said staff could look into this.
  - B. Collective Department Report—included in the packet.
  - C. Referred for Board Action
    - 1. Travel—*No action needed.*
    - 2. Approval to Close at Noon on December 13 for Staff De-Escalation and Active Shooter Training—*Motion by John Berry, second by Larry Bjortomt to approve the closure. Motion carried.*
    - 3. Approval of 2025 Holiday Schedule—*Motion by John Berry, second by Emily Hanson to approve closures on Juneteenth, Veterans Day, and the day after Thanksgiving in 2025. Motion carried.*
    - 4. Approval of Revised Vacation Accrual Resolution— David explained that when he brought the previous approval to the City, they were concerned about payouts. He clarified what part has been added per the City lawyer, and that after Board approval, it will need to go to City Council. *Motion by Emily Hanson to approve the revised vacation accrual resolution, second by John Berry. Motion carried.*
- IX. **Unfinished Business**
- A. Advocacy Update (Cindy Wells)—Cindy reported that she and Billie Bailey met with Senator Sweeney, Representative Brown-Powers, and Jane Bloomingdale. They are in agreement that the removal of the levy has had unfortunate consequences and are willing to try to get a bill started to reverse the change. They requested three weeks to work and then asked Cindy and Billie to follow up.
  - B. L/M Communication
    - 1. October 17, 2024 Minutes were included in the packet. No questions raised.

X. **New Business**

- A. Set Up Director Evaluations Subcommittee—David’s evaluation will take place in January. There was general discussion of time commitment and availability from Board members. Cindy Wells and John Berry will form this subcommittee.
- B. Executive Coaching Initiative—Cindy reported that there will be two steps to this process. There is a manager referral program with EFR that will be no charge. Leadership coaching with Clohesy Consulting will be \$200 for the first hour, then a \$175 hourly rate. *Motion by Emily Hanson to approve the consulting plan and fees, second by John Berry. Motion carried.*

XI. **Next Meeting Date**—January 16, 2025 at Noon.

XII. **Adjournment**—*Motion by Emily Hanson, second by John Berry. Motion carried.*

The meeting adjourned at 12:42 PM.