



**WATERLOO PUBLIC LIBRARY—Board of Trustees Regular Meeting Minutes—May 9, 2024—12:00 PM—
Conference Room**

Submitted by Kim Chapman

Members present: Larry Bjortomt, Cindy Wells, John Berry (Zoom)
Members absent: Kathleen Wernimont, Ivy Hagedorn
Others present: David Eckert, Lori Petersen, Jillian Rutledge, Amy Rousselow, Becky Miller,
Carolyn Sallis (Zoom), Dusty Sanboeuf, Jordan Beardsley, Kim Chapman
Council Liaisons: Rob Nichols (Zoom at 12:25 PM)

Join Zoom Meeting

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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 12:02 PM.
- II. **Approve Agenda**—*motion by Larry Bjortomt, second by John Berry 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 Larry Bjortomt, to approve the April 11, 2024, Regular Meeting minutes as presented.* Motion carried.
- V. **Financials**
 - a. Updates—the City financial reports and quarterly reports from the Community Foundation of Northeast Iowa and the Waterloo Community Foundation are included in the packet.
 - b. *Motion by John Berry, second by Larry Bjortomt to approve payment for the April 2024 bills as presented.* Motion carried.
- VI. **Statistical/Usage Report**—David pointed out some statistics are still missing from the report with the change to a new ILS. We are working on retrieving those. Everything else looks status quo.
- VII. **Director's Report**
 - a. Informational Updates
 - i. Building Renovation Project Update—the building project is mostly finished. The walk-through with the construction company showed a few items needing to be finished up. The grant report for Black Hawk County Gaming Association is due June 24; the remainder of their funding will be dispersed when the report is received.

- ii. Advocacy Webpage—Amy Rousselow and Katie Walberg, Marketing, were able to use ideas from the Cedar Rapids Public Library website to create an advocacy page for WPL. A document of the page is included in the packet, though the website looks much nicer. Any comments entered on the site are sent to Amy and do not appear on the website.
- iii. Miscellaneous—nothing.
- b. Collective Department Report—included in the packet.
- c. **Referred for Board Action**
 - 1. Amend Circulation Policy Removing Hotspots from Policy—*motion by John Berry, second by Larry Bjortomt.* Discussion: hotspots were being checked out, but not being returned, though the service was turned off on them if they were not returned. It is not cost effective to replace them and turn on new service. Motion carried.
 - 2. Amend Dress Code Policy by Adding: *Shorts are only permitted if employees are working at an outdoor library program or staffing an outdoor library booth. Flip flops are not permitted to be worn during work hours—motion by John Berry, second by Larry Bjortomt.* Discussion: David reported that staff asked for specific wording to be included in the dress code. Motion carried.
 - 3. Approval of FY25 Budget—*motion by John Berry, second by Larry Bjortomt.* Discussion: the budget was adopted by the City Council. Some of our submitted line items were changed by the Finance Office, but the overall budget is the same as the current fiscal year, except for the personnel increases. The tax levy will no longer be a separate fund; \$250,000 was moved from the levy to the general fund personnel line items for FY25. All personnel costs are totally covered. Motion carried.
 - 4. Approval of Salary Increases for Nonbargaining Positions as Recommended by GovHR Salary Survey completed Winter 2023/2024 Effective July 1, 2024—*motion by John Berry, second by Larry Bjortomt.* Discussion: this study was conducted by the City last fall and into winter. The purpose is to keep City wages competitive. The HR department asked that the Library Board approve this; it has been approved by the Council. Motion carried.
 - 5. Approval of 3% Salary Increase for Nonbargaining Employees, including Janitorial, Shelves and 3rd Age Coordinator Effective July 1, 2024—*motion by John Berry, second by Larry Bjortomt.* Discussion: the bargaining unit is receiving the same 3% wage increase. Motion carried.

VIII. **Unfinished Business**

- a. Advocacy Update (Cindy Wells)—Cindy reported that she and Billie Bailey have contacted all 97 libraries in the state. Rural libraries will feel the effects of the changes in the levies, and some libraries will be closing by the end of summer. Most cities our size are uncertain for the future. The Grout Museum will feel the effects next year. Cindy and Billie are creating a spreadsheet to share with all libraries and will ask them to share it with their trustees and staff. They will meet with Timi Brown-Powers to begin work for next year. Cindy is on the government affairs committee.
- b. L/M Communication
 - i. April 18, 2024 Minutes are included in the packet. An artist will create a panel-style mural in memory of Endya Johnson that can be moved around.

IX. **New Business**—none

X. **Next Meeting Date**—June 13, 2024, Noon

XI. **Adjournment**—*motion by Larry Bjortomt, second by John Berry.* Motion carried.

The meeting adjourned at 12:36 PM.