



WATERLOO PUBLIC LIBRARY—Board of Trustees—November 14, 2019

Submitted by Kim Chapman

Members present: Ivy Hagedorn, Larry Bjortomt, Cindy Wells, John Berry, Kathleen Wernimont

Members absent:

Others present: Kim Chapman, Nick Rossman, Bob Geisler, Jillian Rutledge, Amy Rousselow, Deb Aalfs

The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:00 p.m.

Approve Agenda

- *Moved by Kathleen Wernimont, seconded by Cindy Wells, to approve the agenda as presented.*
Motion passed.

Oral Comments of Board Members, Staff and the Public

- None.

Approval of Minutes of October 10, 2019 Regular Meeting

- *Moved by Kathleen Wernimont, seconded by Cindy Wells, to approve the minutes as written.*
Motion passed.

Financials

- Updates—the City financial sheets were reviewed with no issues noted. The quarterly report from the Community Foundation of Northeast Iowa was included in the packet.
- Current Bills—*Moved by Kathleen Wernimont, seconded by John Berry, to pay current bills and gift bills as presented.* Motion passed.

Statistical/Usage Report

- The statistical report was reviewed. The door count is low; the counter was moved to the staff entrance because of the front step construction project, and because it's not high enough, it can not accurately count.

Director's Report

- Accreditation—Nick reported the state library accreditation report is due the end of February. Creating a strategic plan is a big part of it. We are working on community feedback with possibly a link to the survey in city water bills, possible discussion with neighborhood associations and prizes for enticement to take the survey, all to catch the non-library users. Accreditation also requires 3-5 hours of training for Board members, which could include reading of library related material. Nick has a document for distribution at the end of the meeting.
- Building Update
 - Front Steps—the weather has put construction behind, but there is hope to have the colored walls poured tomorrow. The project is expected to be finished the first or second week of December.

- New/Old Self Checks—new self checks running Windows 10 have been installed and are being used. The old self checks were phased out because they are Windows 7, which will no longer be supported. Cindy commented it would be nice to have positive marketing to reinforce that the self checks do not replace staff.
- Constant Contact Discussion—an email marketing product we will try this next year. New marketing techniques were shown at the Center for the Arts workshop earlier this fall, including how to market specifically to people. Amy reported this product will change a lot of how we do marketing at the library.
- Policy Review—
 - Teacher Card Policy
 - Study Room Policy
 - Smoking Policy
 - Internet Access Policy
 - Security Gate Policy
 - Collection Development Policy
 - Circulation Policy

These policies need to be reviewed and updated by the Board for the accreditation document. The circulation, collection development and internet policies are some of the core policies of accreditation. Councilman Morrissey asked about clarifying what is an illegal download for the Internet Access Policy. It was decided to table that policy. The Collection Development Policy remains mostly the same. Gifts and donations will be folded into the gift and donation policy. The circulation policy changes DVDS to a 7-day checkout period. Statistics did not seem to support the 3-day checkout period while also creating unhappy patrons and unhappy staff, and our neighbor, CFPL, has a 7-day checkout period. Nick reported ALA (American Library Association) passed a resolution urging all public libraries to become fine free to create equity for all people wanting to use the library. Currently, the Waverly Public Library follows that practice and CFPL will begin it at the first of the year. Nick has spoken to the mayor and to the CFO, who seemed to understand the need for being fine free. Material not returned within four weeks of the due date will be billed to the patron's card, but if returned, the bill is waived. A library card will not be able to be used when items become one week overdue. The patron will need to return or renew the item in order to check out any other material. The belief is removing fines will bring people back to the library.

- Miscellaneous—the management team brainstormed some fundraising ideas, including a miniature golf course in the library. We have partnered with Single Speed on events, too.

Departmental Reports

- Bob Giesler, IT—Windows 7 machines are being upgraded to Windows 10. Whofi, a service from the state library, tracks wireless use within the building by tracking each session as a usage and providing a more detailed report. Staff machines are also counted.
- Jillian Rutledge, Adult Services/Programming—Thirty adult programs were offered in October. International Game Week was coordinated by Jillian and Endya Johnson at the HCC Van G. Miller Adult Learning Center for 100 attendees. We have a satellite collection at the HCC Van G. Miller center. Planning will begin soon for the 2020 Adult Summer Library Program. A new database is offered through the state library for grant searching and can only be used in the library. Two green screens with EDGE grant money are ready for checkout. Podcasting equipment has been purchased for a new podcast studio and will eventually be available for checkout. The 2020 All Iowa Reads title was announced last week: The Mothers by Brent Bennett. Stars in Waterloo, a book co-authored by Mike Chapman and Don Huff, will be presented December 4 with a book signing.
- Deb Aalfs, Youth Department—Lego Lab is being offered again this fall. There were 60 in attendance at the first session in October. The Escape Room event was successful with good attendance and feedback. A Frozen II party is planned for December 14.

- Kim Chapman, Business Office—two janitorial staff, through AARP, will begin work at WPL this week. They will work 20 hours weekly with wages paid by AARP. They will be with us six months to a year.

Referred for Board Action

- Travel/Continuing Education Requests, Nick Rossman, Emporia State University, On-line Grant Writing Course, \$125 registration—*moved by Cindy Wells, seconded by Kathleen Wernimont.* Motion passed.
- Approval to Create An Endowment Fund at the Waterloo Community Foundation—*moved by Kathleen Wernimont, seconded by Cindy Wells.* Discussion. Motion passed.
- Approval to Move Funds from the General Endowment (Quasi) Fund at the Community Foundation of Northeast Iowa to the Waterloo Community Foundation—*moved by Kathleen Wernimont, seconded by John Berry.* Discussion. Ivy would like to leave the money at the CFNEIA and start a fund at the WCF with new money and suggested using the expected annual gift from the Friends of the Library. Nick reported the CFNEIA says they would only write a check to the library, which would then need to be deposited to the City of Waterloo. That money could then be moved to the WCF. The money from CFNEIA would need to have a written plan. Cindy would like to see half the quasi fund at the CFNEIA moved to WCF. Ivy reiterated she would like to see the Friends annual gift used to establish the WCF endowment. *Moved by Kathleen Wernimont, seconded by John Berry to discard the motion.* Motion passed. Discussion to move CFNEIA money at the beginning of the year. *Moved by John Berry, seconded by Kathleen Wernimont to approve the Library Board of Trustees begin an endowment at the WCF using the Friends of the Library annual gift.* Motion passed.

[1:06 pm, Cindy Wells left.]

- Approval of Policies—*moved by Kathleen Wernimont, seconded by Larry Bjortomt to approve all polices as submitted, including the Internet Access Policy with clarifications made at a later date.* Motion passed.

Unfinished Business

- L/M Communication—notes from the August 29, 2019 meeting and October 18, 2019 meeting are included in the packet. The committee meets this afternoon.
- Director Search Discussion—the job description should be reviewed by the Board. Amy Rousselow has the description ready. Salary range needs to be discussed. The position will be posted for one month with anticipated start date at the first of the year. The search committee will consist of the entire Board.

New Business

- None.

The next meeting date is set for January 9, 2020, at noon. *Moved by Kathleen Wernimont, seconded by John Berry to adjourn.* Motion passed. The meeting adjourned at 1:17 p.m.