



WATERLOO PUBLIC LIBRARY—Board of Trustees—June 11, 2020

Submitted by Kim Chapman

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

Members absent:

Others present: Kim Chapman, Nick Rossman, Amy Rousselow, Jillian Rutledge, Councilperson Pat Morrissey

<https://www.gotomeet.me/WaterlooPublicLibrary/boardmeeting6-20>

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The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 12:00 PM. The meeting was held virtually due to social distancing guidelines during the COVID-19 pandemic.

- Roll Call
 - Ivy Hagedorn: present
 - Cindy Well: present
 - John Berry: present
 - Larry Bjortomt: present
 - Kathleen Wernimont: present

Approve Agenda—motion by Kathleen Wernimont, seconded by Cindy Wells

- Roll Call
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: yes
 - Kathleen Wernimont: yes
 - Ivy Hagedorn: yes

Oral Comments of Board Members, Staff and the Public

- Ivy Hagedorn commented the new sign that is being built looks nice and will be wonderful.

Approval of Minutes of the May 14, 2020 Regular Meeting—motion by Kathleen Wernimont, seconded by Cindy Wells

- Roll Call
 - John Berry: yes
 - Larry Bjortomt: yes

- Kathleen Wernimont: yes
- Ivy Hagedorn: yes
- Cindy Wells: yes

Financials

- Updates—the City financial sheets were reviewed. Not all money will be spent this fiscal year. City departments were asked to curb spending due to the virus. We continue to purchase materials, but there will be leftover funds. There are also two open positions that have not been filled.
- **Current Bills—motion by Kathleen Wernimont, seconded by John Berry**
 - Roll Call
 - Larry Bjortomt: yes
 - Kathleen Wernimont: yes
 - Ivy Hagedorn: yes
 - Cindy Wells: yes
 - John Berry: yes

Statistical/Usage Report

- The usage report was reviewed. There are actual check-outs to report because curbside pick-up for reserve items was offered during the last two weeks of May.

Director's Report

- Library Closed Discussion—thirty of the end panels sent out for refinishing have been returned. Bob Giesler is reattaching them to shelving. There are registrants for the Summer Library Program which has begun. A trial run for curbside delivery of reserve items was well received.
- Library Reopening Discussion—we are reading and discussing procedures for reopening. A document, *American Industrial Hygiene Association Reopening: Guidance for Libraries*, was included in the packet. We are purchasing as much PPE as we can. We are in the process of moving public computers to the meeting rooms for one-hour appointment usage. We would like to roll out that service the middle of June to have it in place for July, and maybe open the doors in August. In addition to curb-side pick-up, printing and other services will be offered. Library operating hours will need to be discussed. With two unfilled positions, will we be able to open our normal hours? We do not have a FY21 budget, but we hope to have it by July 1. We know the City is waiting for decisions from the state legislature. A special meeting may need to be called for budget approval. The question was raised about other Iowa libraries opening. We know three of Davenport's four buildings are open with limited access. The Hudson library is open. Our second floor will need furniture moved to meet social distancing guidelines.
- July Board Meeting Discussion—should it be in the building or virtual? There was no consensus, but majority preferred meeting virtually.
- Miscellaneous—Kim Chapman is working with Matthias Landscaping; the City signed a contract with them for yard maintenance, so we contracted with them also. WPL has passed its accreditation process.

Departmental Reports

- Reports are included in the packet. Jillian Rutledge shared that Bean Stack (summer library program software) has 165 registrants. Curbside service is really picking up and increasing. Cindy Wells asked what 308 users mean for curbside; that is the number of individual cards being used.

Referred for Board Action

- Travel/Continuing Education Requests
 - Amy Rousselow, LibraryWorks, Inc. Webinar, May 28, 2020, \$49—**motion by Kathleen Wernimont, seconded by John Berry**
 - Roll Call
 - Kathleen Wernimont: yes
 - Ivy Hagedorn: yes
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: yes
- Approval to Apply for Judith Krug Banned Books Week Grant—**motion by Kathleen Wernimont, seconded by John Berry.**
 - Roll Call
 - Ivy Hagedorn: yes
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: yes
 - Kathleen Wernimont: yes
- Set Fiscal Year 2021 Meeting Dates—**motion by Kathleen Wernimont, seconded by John Berry.**

Discussion: set meeting dates at noon on the second Thursday of the month, except for August and December when there will be no meeting.

 - Roll Call
 - Cindy Wells: yes
 - John Berry: yes
 - Larry Bjortomt: yes
 - Kathleen wernimont: yes
 - Ivy Hagedorn: yes

Unfinished Business

- L/M Communications—May 7, 2020 and May 21, 2020 meeting minutes are included in the packet.

New Business

- We are asking for materials to be returned to the book drop. They are being quarantined for 72 hours before being checked in.

The next meeting date is set for July 9, 2020, at noon. **Motion by Kathleen Wernimont, seconded by John Berry to adjourn.**

- Roll Call
 - John Berry: yes
 - Larry Bjortomt: yes
 - Kathleen Wernimont: yes
 - Ivy Hagedorn: yes
 - Cindy Wells: yes

The meeting adjourned at 12:28 PM.