



**WATERLOO PUBLIC LIBRARY—Board of Trustees—May 14, 2020**

**Submitted by Kim Chapman**

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

Members absent:

Others present: Kim Chapman, Nick Rossman, Amy Rousselow, Jillian Rutledge, Lori Petersen, Sue Harnois, Becky Miller, Denise Osgood, Carolyn Sallis, Councilperson Margaret Klein, Councilperson Pat Morrissey

<https://www.gotomeet.me/WaterlooPublicLibrary/mayboardmeeting>

OR

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**Access Code:** 800-402-069

The regular meeting of the Waterloo Public Library Board of Trustees was called to order by President Ivy Hagedorn at 11:59 AM. The meeting was held virtually due to social distancing and closure of the library during the COVID-19 pandemic.

**Approve Agenda—motion by John Berry, seconded by Kathleen Wernimont**

- 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**

- None

**Approval of Minutes of the April 9, 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 and the quarterly Community Foundation of NE Iowa report were reviewed.

- **Current Bills, including gift bills—motion by Kathleen Wernimont, seconded by John Berry**
  - Discussion—Pat Morrissey questioned the administrative fees charged by the Foundation. The interest generated by the account Fund 12 is about the same amount as the administrative fee.
    - 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. Circulation of digital materials shows an increase. An application for a digital library card can be filled out online for checkout of digital materials. Phone-in reference service is also being offered.

### **Director's Report**

- Library closure update & discussion—end panels for second floor non-fiction shelving are being covered with a laminate. We expect 25-26 of them to be returned from the shop within the next week or two. The emergency exit garage door was primed and repainted. The summer library program will be offered as a digital program. The marketing department is working hard on advertising. The youth summer program is considering prizes for the program, but it does not look promising. The Friends of the Library are not receiving any revenue, so may not have the funding for prizes. The entire collection is being inventoried and weeded. Shelves look clean.
- Library reopening plan discussion—the governor did make an announcement yesterday opening libraries. It came as a surprise and many libraries will open by offering curbside pick-up. Some will open Monday; others will open June 1. WPL will begin a soft roll-out for curbside next week by contacting those patrons who have holds. This will allow kinks to be worked out so curbside can be officially offered by June 1. One setback for not opening the library is the unavailability of PPE items for staff. We are low on gloves and disinfectant wipes, which are not available from our regular vendor. The level of service WPL offers will depend on the Black Hawk county health department and status updates. Black Hawk County recommends staying home as much as possible. A draft plan was included in packets with reopening phases. Plans can be modified and changed. What would we do if a staff member tests positive for COVID? Would we close the building? What level of service would be provided? An Emergency Closure Policy is included in the packets for discussion and approval.

Questions: are we taking temperatures? Yes, we are taking temperatures of the staff as stated in the City of Waterloo Covid-19 Temperature Policy. There is not currently a City policy requiring temperatures be taken of the public. Are we using the Fire Marshall's capacity numbers? Yes, we will. The governor says 50% capacity in buildings. We have a document from the state fire marshal with three different numbers, so we will do a little more investigating. We have a large number of patrons who spend the day in the library, which we will want to avoid from happening. Leisure Services made and installed sneeze guards at the circulation and youth desks. Sneeze guards will be a little trickier to figure out for second floor. The plan is to get the first floor open before opening the entire building. We do not want public in the building all day sitting at computers. Those people who traditionally spend all day at the library on a computer may be upset. Part of our job is to

create the message of promoting safety above all else. Will a mask policy for the public be in place? Not right now. It will be difficult to police mask wearing and social distancing. What about those people who are coughing and sneezing? The law librarian says we cannot technically ask someone to leave the building because we suspect they are sick. It might work better to keep people out of the building as much as possible. A measured approach of reopening seems the best plan. Limiting seating and tables will help keep patrons moving along and out of the building. Will public computers be cleaned after each use? Yes, along with available hand sanitizing stations. Face shields will be available for staff. Ivy thanked Nick and staff for all the work and planning that is being done to keep the building and staff safe. Nick responded with kudos to the staff. Some are working in the building, some are working at home, some are attending virtual meetings. It is hard to plan when there is so much uncertainty.

- Emergency closure public policy—there will be four policies the Board will be asked to approve today, including emergency closing and three City policies.
- Miscellaneous—WPL has passed its accreditation process.

### Departmental Reports

- Reports are included in the packet.

### Referred for Board Action

- Travel/Continuing Education Requests
  - Jillian Rutledge, LibraryWorks, Inc. Webinar, April 30, 2020, \$49—**motion by Kathleen Wernimont, seconded by Cindy Wells**
    - Roll Call
      - Kathleen Wernimont: yes
      - Ivy Hagedorn: yes
      - Cindy Wells: yes
      - John Berry: yes
      - Larry Bjortomt: yes
- Approval to Amend FY20 General Fund Budget by Decreasing Revenue \$16,347, Line Item 3470, Fines and Fees, and Decreasing Expenditure Employee Salaries, \$16,347, Line Item 1111, Salaries-Regular—**motion by Kathleen Wernimont, seconded by John Berry**. Discussion: Nick explained that being fine free creates a loss in revenue, and open positions waiting to be filled saves money. We are uncertain when we can fill those positions.
  - Roll Call
    - Ivy Hagedorn: yes
    - Cindy Wells: yes
    - John Berry: yes
    - Larry Bjortomt: yes
    - Kathleen Wernimont: yes
- Approval of:
  - Emergency Closure Policy
  - City of Waterloo Telecommuting Policy and Procedure
  - City of Waterloo Infectious Disease Action Plan
  - City of Waterloo Covid-19 Temperature Policy
  - **Motion by Kathleen Wernimont, seconded by Larry Bjortomt**
    - Roll Call
      - Cindy Wells: yes

- John Berry: yes
- Larry Bjortomt: yes
- Kathleen wernimont: yes
- Ivy Hagedorn: yes

#### **Unfinished Business**

- L/M Communications—March 27, 2020 and April 16, 2020 meeting minutes are included in the packet.

#### **New Business**

- Ivy Hagedorn asked about the sign project. Amy Rousselow said Nagle is working on the fabrication. The digital portion of the sign has arrived, but training to use the sign software is on hold.
- Pat Morrissey asked about uptick in services the library is providing. Nick replied there is an increase in digital check-outs. There is a WPL@Home website.

The next meeting date is set for June 11, 2020, at noon. **Moved 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 1:05 PM.