

## WAVERLY PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes for November 14, 2006

The Waverly Public Library Board of Trustees met at 7:00 p.m. on Tuesday, November 14, 2006 at the Library.

In attendance: Biddison, Timmerman, Blake, Williams, Main and McCue. Also, Ecker and Director Meyer-Reyerson.

Absent: Waldstein, Anderson and Podhajsky.

Biddison called meeting to order at 7:05 p.m.

Main moved adoption of the agenda, Blake seconded, carried.

Blake moved to approve the October 10, 2006 minutes, McCue seconded, carried.

Tabled proposal to close the Library the Sunday before Memorial Day.

Financials: Sarah reviewed financials for the month of October. Utilities went down in October - mild weather. Library materials higher because Davidson Book Titles Rep here and we purchased 161 books. Will be an upcoming expense for freon leak on air handler. This has already been fixed. Blake moved to accept the October financials, Main seconded, carried.

Next item of business was to approve letter of agency so that Northeast Iowa Library Service Area may file E-rate forms with the Schools and Library Division of the Universal Service Administration Company on behalf of the Library. Letter directed to NEILSA E-rate Consortium. This gives us a discount on phone bills, data transport, ICN room related charges - these discounts add up to approximately \$4,000 per year. Main moved that we enter into this agreement for E-rate services and Sarah Meyer-Reyerson would be authorized to sign these forms. Blake seconded, carried.

Tabled the appointment of a Trustee to serve on Foundation Board.

### REPORTS:

Overview of 07-08 budget request. This would go into effect July 1, 2007. Tonight was the review, in December will be the vote. In regard to personnel - this still has a lot of questions. Sarah has included half of the shared full-time computer person (salary/benefits) in the Library budget. Not sure if health insurance number for group insurance is accurate. Under services and commodities we are still waiting for a figure to paint ceiling where water stained. Talked about inclusion of funds for 150<sup>th</sup> anniversary. Final budget will be ready for December 12, 2006 meeting.

Special Projects Committee: Reviewed 5 special projects. Decided to recommend three out of the five projects. \$500 to the Prairie Garden Project, \$400 to Bremer County Genealogical Society for microfilming of Tripoli Leader newspapers and \$220 to Alex Frerking's Library Garden Entrance Project. These total \$1,120 - committee has \$4,000 for whole year. Next deadline is December 15, 2006 for other projects. Blake moved that the Board approved the expenditures recommended by the special projects committee as listed above. Timmerman seconded, carried.

As a result of the Bremer County Library Association meeting on October 17, 2006, the association will request a 10.5% increase from the County for 07-08.

Reviewed 150<sup>th</sup> anniversary budget. Going to take a request back to Special Projects Committee in December. Will also present a proposal to Friends. Board could choose to spend some of the reserve funds on this anniversary - perhaps commemorative artwork. Should plug some money into the budget for 07-08.

Long Range Planning: Numbers for adult computer classes are up. Ryan Webster is putting in extra hours teaching computer classes for adults. Kathy spoke to the Waverly Newcomers group on Monday, November 13, 2006. Stacey Leerhoff and Ryan Webster worked together to put WPL on MySpace! Check it out at [www.myspace.com/waverlypubliclibrary](http://www.myspace.com/waverlypubliclibrary). Attendance at the family Halloween party topped 100. Wartburg student, Maks, gave a program on his country, Kyrgystan, to 5<sup>th</sup> graders which was a huge success. Sarah and Anne gave Library tours to Tripoli 5<sup>th</sup> and 6<sup>th</sup> graders who were touring Waverly on October 25, 2006.

Kiwanis is going to fund Homework Help project - \$600.00 right away. Report back in early spring and if going well and successful they will fund another \$600.00.

Nine staff members now know how to use the defibrillator located in the Library!

Staff if talking to K-6th Waverly-Shell Rock media staff to learn about their work and how the Library can help. Staff pitched the Homework Help to media staff.

Sarah turned in the Annual Survey to the State Library. Includes, volunteers, budget, additions to collection, total collection number, how many items going out (increased overall from 151,000 in 04-05 items to 155,000 in 05-06). Also, circulation in the City increased from 106,000 items to 113,000 items. We have 16,284 is current number of people registered to check out items. Meeting room usage went up from 781 meetings in 04-05 to 884 meetings in 05-06.

Board will send a thank you card to Jeff Plagge for his work on the Library Board and WPL Foundation Board while he was in Waverly.

The next meeting is set for 7:00 p.m. Tuesday, December 12, 2006 at the Library.

No further business the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

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Denise G. Timmerman, Secretary