

The Waverly Public Library Board of Trustees met at 5:15 p.m., August 14th, 2018 in the Library conference room.

Present: Diana Blake, Jim Janssen, Andrew Kahler, Elaine Main, James Perry and Linda Podhajsky.

Also present: Library Director Sarah Meyer-Reyerson, Denny Stufflebeam, and Mike Sherer.

Absent: Ross Helgevold, Erin Jones and Deanna McCue

1. Meeting called to order by Blake at 5:15 p.m.
2. Moved by Janssen, seconded by Main, to adopt the agenda for the August 14<sup>th</sup> meeting. Approved.
3. Moved by Janssen to approve the July 2018 Minutes, seconded by Kahler. Approved.
4. Moved by Main to approve the July 2018 Financials, seconded by Janssen. Approved.
5. Discussion of Library Fines. Skipped to Agenda item 7, to allow Librarian Kris Fagre time to provide board with some Pros and Cons on the Waverly Public Library going “fine-free”. Board will continue discussion, research individually and speak with others to determine how the library should proceed at the next scheduled board meeting.
6. Special Project request to approve the purchase of 10 light-weight meeting room tables at a total of \$2500 was unanimously approved. Funding for Special Projects comes from the Waverly Public Library Foundation custodial funds.
7. Library Strategic Planning. Sarah provided an update on the contract signing with Kimberly Bolan & Associates for the Library’s Strategic Planning/Space needs study.
  - a. As previously discussed by the Board, the budgeted amount for the consultant is \$9,450, and the actual cost will be \$17,200. Sarah advised the Board that the additional \$7,750 could be covered a number of ways without exceeding the Library’s 18-19 budget. \$4,000 could be saved by delaying the capital project of refinishing the original 1904 wood tables and chairs that are used in the library (Iowa Prison Industries). A better option may be to use some of the 18-19 funding from the State for this purpose.
  - b. Sarah also tasked the board with providing possible candidates for the community focus groups that will be conducted by Bolan & Associates at the Library at the end of September.
8. Sarah advised that the WPL’s Re-accreditation will be due in approximately 5 months. The board asked Sarah to go through the accreditation requirements to determine what, if any,

requirements have not been completed yet. Once this has been completed a plan to complete these additional items will be made at the next regular board meeting.

9. Moved by Podhajsky to approve the closure of the WPL on Thursday, October 4<sup>th</sup> for the staff to attend the Iowa Library Association conference in Cedar Rapids. Seconded by Perry. Approved.

10. Upcoming dates:

- a. 8/16-8/18 – City Strategic Planning
- b. 8/29 – Personnel & Policies Committee meeting at 8:30 a.m.
- c. 9/11 – Next regular Library board meeting at 5:15 p.m.
- d. 9/26-9/28 – Next Library Strategic Planning Dates
- e. 9/30 – Waverly Public Library's 20<sup>th</sup> Anniversary Building Celebration from 2 p.m. to 5 p.m.

11. It was moved by Main to adjourn the meeting at 6:36 p.m., seconded by Perry.

Signed: Andrew Kahler