

The Waverly Public Library Board of Trustees met at 5:15 p.m., Tues. Dec. 11th, 2018 in the Conference Room at the Library.

Present: Ross Helgevold, Jim Janssen, Erin Jones, Andrew Kahler, Elaine Main, Deanna McCue, James Perry, Linda Podhajsky.

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

Absent: Diana Blake.

1. Meeting called to order by Janssen at 5:15 p.m.
2. Moved by Main, seconded by Podhajsky, to adopt the agenda for the meeting. Approved.
3. Moved by Jones to approve the November 2018 minutes, seconded by Perry. Approved.
4. Financials. Questions fielded about November checks -- \$3,523 to Power Guard for battery replacement for the emergency lighting system -- batteries were original to the building (20 years old). \$50 to Facebook for ad to boost returns of online library surveys as part of the strategic planning process. \$3,016 to Waverly Utilities for electric, sewer and solid waste; board would like to see more detail – how electrical usage compares to past months; need original invoice. \$389 to Weber Paper for industrial vacuum cleaner. Moved by Podhajsky to approve the November 2018 Financials, per standing resolution, seconded by Perry. Approved.
5. The Library's 2019-20 Budget Request, which was discussed at length by the Budget & Finance Committee, was presented one last time to the full Board. The proposed personnel budget includes a 2.7% cost of living adjustment place-holder as well as 160 additional hours for librarians for staff development. There is \$9,500 included for any follow-up consulting work that may come out of the library strategic planning, plus \$18,500 in capital equipment for technology projects, some of which are related to strategic planning discussions. Otherwise the budget remains very flat. The total budget proposed for the Library for fiscal year 2019-20 is \$998,729, a 2.6% increase from 18-19. This budget proposal comes as a motion from the Budget & Finance Committee and needs no second. Approved unanimously.
6. Collection Development Policy. The Personnel & Policies Committee brings the Collection Development Policy to the full Board for approval. This policy was reviewed with no changes proposed. Approved unanimously.
7. Employee Handbook. There was also discussion led by the Personnel & Policies Committee about the newly-revised 2018 City of Waverly Employee Handbook, and whether the Library can adopt this handbook in its entirety without creating a parallel handbook for library employees,

as done in the past, based on the independence of the public library board set out in Chapter 43 of the City Code. No final decision was made. Podhajsky made a motion to approve the City's holiday schedule, so that floating holidays may be allotted accordingly to full-time library employees on January 1st, as with all other City employees. Second from Main. Approved.

8. Meyer-Reyerson distributed a list of standards for the library's re-accreditation, which is due to the State Library of Iowa by Feb. 28, 2019 and will cover the 3-year period from July 1, 2019 through June 30, 2022. Staff is currently gathering documentation for this application.
9. Proposal from Main to change the date of the January Library Board of Trustees Meeting to Tues. January 15th, to allow strategic planning consultants from Kimberly Bolan & Associates to be on-site and present high-level goals for Board approval. Second from Podhajsky. Approved. Meyer-Reyerson distributed the *draft* high-level plan written by KBA following the Strategic Planning Retreat on Nov. 2nd. This is for review prior to the January 15th meeting. Meyer-Reyerson will find out how much time will be needed by the consultants at this meeting, so the board members can plan accordingly.
10. A link to the State Library of Iowa continuing education page was distributed to board members, so that they can complete the recommended 3-5 hours per year requirement for the library accreditation standards. James Perry will be following up with the State Library to find out what can be counted as continuing education for the board (or "board development training") and whether that training can continue up to June 30, 2019. Meyer-Reyerson will create a system for documentation for board members.

11. Reports & Upcoming Dates:

Sat. Dec. 15th – Quarterly deadline for Library Special Projects requests, funded by the Waverly Public Library Foundation.

Mon. Dec. 24th & Tues. Dec. 25th – Library closed for the holiday.

Mon. Dec. 31st, 2018 – Library closes at 5pm for New Year's Eve!

Tues. Jan. 1st, 2019 – Library Closed. Happy New Year!

Tues. Jan. 15th 2019 -- Library Board Meeting: Approve high-level goals for the Library's Strategic Plan with consultants Kimberly Bolan & Associates.

Mon. Jan. 28th, 2019 at 9am. Bremer County Library Association meeting with the County Board of Supervisors.

12. The meeting was adjourned at 6:27 p.m.

Respectfully submitted, Andrew Kahler & Sarah Meyer-Reyerson