

The Waverly Public Library Board of Trustees met at 5:15 p.m., December 10th, 2019 in the Waverly Public Library conference room.

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

Also present: Librarian Emily McClimon, Councilman Mike Sherer, City Finance Director Jeni Mein.

1. Meeting called to order by Perry at 5:15 p.m.
2. Blake moved to adopt agenda for Dec. 10<sup>th</sup> meeting. Seconded by Podhajsky. Approved.
3. Moved by Jones to approve the November 2019 Minutes, seconded by Main. Approved.
4. Reviewed financials for November 2019. Moved by Janssen to approve the November 2019 Financials, seconded by Kahler. Approved.
5. Perry and McCue reviewed the 2020-2021 Library Budget Proposal on behalf of the Library Budget & Finance Committee. Included in this discussion was the increase in personnel costs of 3.81% and how this could increase depending on the City of Waverly's cost of living adjustments. It was noted that Services & Commodities would be reduced by 1.8%, a portion of this due to no more funds appropriated for Consultants as well as a slight reduction in Building Maintenance & Repair. Department Revenues are expected to stay level even with the implementation of the Fine Free Policy. Unanimous approval.
  - a. The WPL's proposal will be sent to the city after receiving approval.
  - b. The first of the City of Waverly's budget meetings will be on January 25<sup>th</sup>, 2020.
6. Discussion was held on bringing Kimberly Bolan & Associates(KBA) back to the library to complete the Facilities Design proposal. The 2019-20 budget did have money allocated for this process. The board felt it pertinent to finalize the vision and mission of the WPL to provide direction for KBA. The next few board meetings will be focused on these topics to ensure KBA's proposal will provide the best value and fit into the WPL's long term plan. Motion from Podhajsky to contract KBA, not exceeding the budgeted \$13,500 allocated, for the Facilities Design. Seconded by Blake, approved.
7. Janssen motioned to adjourn the meeting at 6:25 p.m., seconded by Blake.

Signed: Andrew Kahler