

The Waverly Public Library Board of Trustees met in regular session on Tuesday, January 25, 2005 at 7:00 p.m.

The meeting was held in the City Council Chambers. President Main opened the cablecast with general comments on the library's services and goals and introduction of board members. President Main then called the meeting to order with Coffie, Blake, Podhajsky, Ecker, McCue, Main, and Tholkes present. Absent were Dillon, Biddison, Schroeder, and Waldstein.

The meeting's agenda was approved on a motion by Blake. The minutes for the December 14, 2004 meeting were approved on a motion by Blake and second by Tholkes.

Current financials were reviewed. The financials were placed on file for audit on a motion by Podhajsky and second by Blake.

Coffie highlighted the discussion on the FYE 2006 revised budget at the City Public Hearing held January 22, 2005. Brick sealing could be delayed if gutter repair is completed. Coffie pointed out that when estimates on gutter repair are received, they will be forwarded to the Building and Grounds Committee for further review. Board members were present at the January 22, 2005 hearing and board representation is also anticipated at the January 29, 2005 session.

The report of Personnel and Policies Committee was presented by Podhajsky. A change in meeting room policy to open meeting rooms for those hours the library is normally staffed was approved on a motion by Podhajsky and second by Blake. Podhajsky noted the appreciation of the Personnel and Policies Committee for the work of Coffie and Meyer-Reyerson to review and prepare updated personnel rules and regulations. Updated rules and regulations were approved on a motion by Podhajsky and second by Blake. Podhajsky also noted the by-laws had been reviewed, with no changes required.

Coffie reviewed the documentation prepared for re-accreditation. A space needs report and checklist have been prepared. Policy reviews and any necessary revisions have been completed, along with a review of the by-laws. A community survey was done within the last 5 years. The current long-range plan is in effect, but must be updated by June 30, 2005, when the previous long-range planning cycle ends. The re-accreditation documentation was approved on a motion by Blake and second by Tholkes. The board again acknowledged appreciation of Coffie and Meyer-Reyerson for the work done to prepare the documents.

Coffie presented an option to use Roy Kenagy, an experienced consultant in the field of library planning, to facilitate a long-range planning session with the board in early April. The board approved exploring the use of Roy Kenagy as a planning consultant on a motion by Blake and second by Tholkes. Discussion of potential fees was held. Blake amended the motion to move forward with Roy Kenagy's services pending information on fees. Tholkes seconded. Motion approved. Coffie will report on format of the planning sessions, fees, and possible dates.

Coffie announced a puppetry workshop to be held April 6. The workshop is available for Wartburg students and open to interested library staff and community members. Coffie overviewed the "Lobby from Home" initiative to advocate library services with the state legislature.

Meeting was adjourned at 7:47 p.m. on a motion by Blake and second by Podhajsky.

Respectfully submitted,

Deanna McCue  
Secretary Pro Tem