

The Waverly Public Library Board of Trustees met at 5:15 p.m., August 13, 2019 in the Waverly Public Library conference room.

Present: Diane Blake, Ross Helgevold, Jim Janssen, Elaine Main, Erin Jones, Andrew Kahler, James Perry, and Linda Podhajsky.

Absent: Deanna McCue

Also present: Library Director Sarah Meyer-Ryerson, Librarian Bethany Nelson, Librarian Emily McClimon, Administrative Assistant Denny Stufflebeam, and Councilman Mike Sherer.

1. Meeting called to order by President of the Board Perry at 5:15 p.m.
2. Meeting agenda for Aug. 13th and minutes of the July meeting were approved with none opposed.
3. Financials: July revenues looked normal with the exception of fines being less. Fines are only assessed now for New Movies and Lost Materials. Looking at checks, \$300 was paid to the Association of Outreach Services for a conference that Library Kris Fagre is enthusiastic to attend in October. Iowa Community Assurance was paid \$5,617 for property & liability insurance. This is the Library's final ICN bill, services will now be handled by Waverly Utilities. The \$1,375 to Network Nirvana is a payment for the coded content provided for the popular Minecraft Night, which is supported by Friends of the Library and local businesses as well. We are in the middle of a 7 year contract with the Library's ILS vendor, Sirsi Dynix, paying approx. \$19,000 annual subscription fee for support, streaming, and cloud services.  
Moved by Blake to approve the July 2019 financials, seconded by Jones. Approved.
4. Reviewing and discussing the information gathered in the 2018-19 Strategic Planning Process, the board articulated possible areas of focus going forward. *Podhajsky*: Teen space outside the existing library walls with long term building process. Also increasing social time between Trustees and Staff. *Main*: Trustee board support of Sarah. Also, visiting other libraries to learn strengths and struggles, asking: "What is the best idea you have initiated" "What surprised your patrons" "What challenges are you facing" with everyone picking a library to visit on their own. *Blake*: Using information from the consultants and staff to make sure we are utilizing all space so that when we go to the public for any needed expansion that we have done all we can within the building as it is. *Perry*: Noise management. Blake, Janssen, and Main agree that noise management is poor. Sarah noted that the consultants would have suggestions for how to deal with the noise and other space problems. It was noted that priorities need to be identified soon because the budget proposal for 2020/21 needs to begin by October 2019.
5. Presentation by Library Staff: Staff has been working on priorities listed in the Strategic Planning Process. Their efforts have focused on Inviting Spaces, Beloved Programming, Resources & Services, and Communication/Public Relations. They are currently working on an updated Collection Development Plan which will allow for more display of books (achieving a "bookstore look") by reducing the collection for more space over the next 3 years, with the goal of having 75% of items on the shelves having been used within the last year (with some exceptions). Staff is also considering rearranging some shelving, but Sarah noted that the Library doesn't want to spend money on new shelving and furniture until there is a vision of the overall direction.

6. Proposal for New Hours: Stemming from Strategic Plan Feedback the Library has evaluated patron traffic & meeting room usage. New hours were proposed to open the building earlier and provide “off-desk” time to employees afterhours so that the building is not unattended during scheduled meetings. Under the proposal the Library would open at 9:00 am Mon-Saturday rather than 10:00 am. It would also close at 6:00 pm rather than 8:00 pm on Wednesday and Thursday, and close at 4:00 pm rather than 5:00 pm on Saturday and Sunday. Janssen moved, Podhajsky seconded. New hours were approved. It was suggested magnets be made with the new hours to hand out to the public. The new hours could add up to 100 additional staff hours per year, but the budget should be able to absorb that increase.
7. Board Process: It was suggested that if we are to go forward we should identify *priority* long range goals (within one of the big 4 goals, creating *Inviting Spaces*) including a facility plan, which will support the other goals that staff members are working on. It was agreed that the next library board meeting should be run by a facilitator and expect the meeting to be long.
8. **HOMEWORK: Submit 4 priorities via email before the next meeting: TUES, SEPT 10.**
9. Blake moved to adjourn the meeting, seconded by Jones. Approved.

Respectfully Submitted: Ross Helgevold