

The Waverly Public Library Board of Trustees met at 5:15 p.m., September 8, 2020, on Google meets.

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

Also present: Library Director Sarah Meyer-Reyerson, Administrative Assistant Jenifer Mein, Librarian Lindsey Kuhlmann

- 1) Meeting called to order by President of the Board Perry at 5:15 p.m.
- 2) Agenda adopted without amendment.
- 3) Motion to approve the minutes for the August 2020 meeting.
Moved Main, Second Blake. Approved
- 4) Review of August financials. Motion to approve by Janssen, second Kahler. Approved
 - a) Breakdown of expenses paid for online platform.
 - b) Looking to reduce hold-time for online patrons seeking books.
 - c) Library is working on paperwork for reimbursement of covid-related expenses.
- 5) Review of Library Policy changes recommended by the Library's Personnel & Policies committee. Motion to adopt by Main per standing resolution. Approved.
 - a) Computer, Internet and WiFi Usage policy revision
 - i) Updated to reflect current technology: responsible use of library and personal technology, copyright compliance, and warnings of the unavoidable risks to privacy.
 - b) Behavior Policy Revision
 - i) Board discussion of definition of "Dangerous Weapon" as introduced into the Behavior Policy with regard to length and style of knives, understanding that pocket knives need not be considered a dangerous weapon or prohibited.
 - c) Employee Handbook Revision
 - i) Discussion on City Code library ordinance chapter 43 "Duties and Powers of the Library Board of Trustees" as it relates to State Code and library personnel.
- 6) Clarification of the Task Force assignment regarding the allocation of the Wayne & Nance Anderson estate gift.
 - a) The Board reviewed the work of the Task Force and discussed the relationship of the task force and Board in setting priorities.
 - b) The Full Board will review the Space Utilization Study to identify any projects that should be addressed.

- c) For the next meeting Janssen challenged the board to each submit ideas / priorities to Sarah and James Perry via email.
- 7) Motion to Adjourn Janssen, Second Blake. Adjourned.

Next Regular Library Board Meeting: **Tuesday October 13th, 2020 on Google Meets.**

Agendas and Minutes are posted in the Library lobby as well as on the Library's webpage: <http://www.waverlyia.com/publiclibrary/about/board-of-trustees/meeting-agenda--minutes.aspx>