

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

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

Absent: Linda Podhajsky, James Perry

Also present: Library Director Sarah Meyer-Reyerson, City Council Liaison Brian Bergen, Administrative Assistant Jenifer Mein, Librarians Kris Fagre, Bethany Nelson, and Emily McClimon

- 1) Meeting called to order by Vice President of the Board Blake at 5:16 p.m.
- 2) Motion to accept agenda by Main, Second Janssen. Approved
- 3) Motion to approve the minutes of the October 2020 meeting. Moved McCue, second Janssen. Approved.
- 4) Motion to approve the minutes of the November 2020 meeting. Moved Janssen, second Jones. Approved.
- 5) Motion to approve the November financials by Janssen per standing resolution. Second Main. Approved. Discussion of financials:
  - a) Library material expenses are ahead YTD but that is normal.
  - b) Check for \$21,641 to Sirsidynix is annual maintenance contract.
  - c) Operating supplies is now more specific in report, no more "Misc".
  - d) A check for \$688 to Overdrive (electronic holdings) is above and beyond our regular Overdrive contribution because this is a special listing to help move along hold-lists that grew due to covid.
  - e) Revenues will not make budget targets due to covid
  - f) December is a 3 pay period month
- 6) 2021-22 Library budget proposal to the City of Waverly recommended from the Library's Budget & Finance Committee for approval by the Trustees.
  - a) Motion from committee: All in favor of sending this budget to city hall on the 15<sup>th</sup> as our 21/22 budget. Second Janssen. Approved.
  - b) Committee attempted to keep expenses in budget request to the city flat yet make sure the staff was being paid

appropriately for the work they are doing as it fits into the city employee structure.

- c) Note: There have been some changes to insurance, hopefully lower, but those numbers are estimates and cannot be finalized.
  - d) The hourly wage of part-time librarians is equivalent to the full-time employees by the FTE.
  - e) The only increase is in required changes for personnel and equity adjustments.
- 7) Approve Resolution to develop a space enhancement plan (see attached resolution).
    - a) The group will think about this document and decide if it is something to approve, amend, or dismiss
  - 8) Update on the bookmobile: Specialty Vehicle Services run by Michael Swendrowski will be hired to help anticipate and accomplish what we need. Also beneficial for Grant Writing.
  - 9) We will eventually put the vehicle out for bid.
  - 10) Motion to Adjourn by Jones. Adjourned 6:25 pm.

Next Regular Library Board Meeting: Tuesday January 12th, 2021 via Google Meet. Agendas and Minutes are posted on the Library front door as well as on the Library's webpage: <http://www.waverlyia.com/public-library/about/staff-board/meeting-agenda--minutes.asp>