

Waverly Public Library Board of Trustees Minutes

April 9, 2024

The Waverly Public Library Board of Trustees meeting was called to order by Diana Blake at 5:15 p.m., April 9, in the Redeemer Lutheran Church (2001 W Bremer Ave, Waverly) in the fellowship hall.

Present: Diana Blake, Ross Helgevold, Jim Janssen, Erin Jones, Bob Wharram, Elaine Main, Deanna McCue, Linda Podhajsky, and James Perry.

Also present: Library Director Sarah Meyer, City Council Representative Ann Rathe, and Librarian Ryan Webster.

1. Motion from Personnel and Policy Committee to elect Ross Helgevold as interim Secretary and Bob Wharram as interim BCLA (Bremer County Library Assoc.) representative through June, filling rolls left open by Andrew Kahler's resignation from the board. All in favor, motion carried.
2. Motion by Podhajsky to approve Agenda, seconded by Janssen. Approved.
3. Motion by Janssen to approve March 2024 Meeting minutes with amendment to note that he was present via Google Meets and not absent, seconded by Jones. Approved.
4. Director Meyer provided summary of expenses for the WPL. The \$13,923 beyond the necessary budget cut that had been submitted with the 2024-25 budget has been returned by the city. Noted in the financials were expenses to replace public access computers, an expense for exterior door repair, and transactions related to the Middle School reading program field trip. **Motion by Main to approve financials per standing resolution once Library Director confirms that transaction "HILLCREST MKT-LIB PRGM MEAL" has been properly reimbursed to the library.** Second Janssen. All in favor, approved.
5. Special Projects Committee received a proposal request of \$2,140 for library staff to attend the Iowa Library Association Annual Conference, Oct 10/11 for continuing education. The committee noted that the proposal did not include travel for two vehicles (some staff will only attend one day, others both days). The Committee recommends increasing the funding to no-more-than \$2,500. These funds come from the WPL Foundation through the advisory Special Projects Committee, which makes the recommendation to the Library Board. **Motion by Main to approve the recommended \$2,500 for the request.** Second Podhajsky. Approved.
6. Motion by Janssen to modify library hours to 9:00 a.m. – 5:30 p.m. Wednesday through Friday after July 1. Second Deanna. After discussion **Janssen offered the amendment to modify library hours to 9:00 a.m. – 5:30 p.m. Wednesday through Friday NO LATER THAN July 1.** Second Perry. Approved.
7. Written Bookmobile Report submitted.
8. McCue provided an update on the Make Room for Renewal funds and pledge fulfillment.
9. Building and Grounds committee provided a construction update.
10. Personnel and Policies Committee is meeting Friday, April 19 to review the second half of the employee handbook, discuss strategic planning/board goals.

11. Budget and Finance is considering meeting monthly and has consensus agreement of the board to explore a more effective way to review financials and bring up appropriate issues while keeping fiduciary responsibility with the board as a whole.

12. McCue provided an update on the Waverly Public Library Foundation annual meeting and changes to their bylaws. Noted was that the City Attorney had been a standing member of the Foundation Board, but since the city will no longer have an Attorney position on staff the board seat was changed to At-Large.

13. Presentation by Webster on the proposed transition from SirsiDynix to Atrium for the Integrated Library System including function and cost differences, transition hurdles and training time. Motion by McCue, seconded Main, to approve moving forward with conversion to Atrium per amounts presented including two days of anticipated closure for training. Approved.

Motion by McCue to adjourn, seconded by Podhajsky, adjourned.

Respectfully Submitted,
Ross Helgevold