

Waverly Public Library Board of Trustees Minutes

June 11, 2024

The Waverly Public Library Board of Trustees meeting was called to order by Diana Blake at 5:15 p.m., June 11, in 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, Linda Podhajsky, and James Perry. Absent: Deanna McCue

Also present: Library Director Sarah Meyer and City Council Representative Ann Rathe

1. Motion by Jones to approve Agenda, seconded by Main. Approved.
2. Motion by Janssen to approve May 2024 Meeting minutes, seconded by Wharram. Approved.
3. Financials presented by Budget & Finance Committee. May expenses of note: routine maintenance on the Bookmobile, computer expenses from the Reserve account, and purchase of a portable PA system for park events. Expected that roof repairs will fall in this fiscal year. Motion from committee to approve financials. (no second needed) All in favor, approved.
4. Motion from Personnel & Policies Committee that the Waverly Public Library adopt the City of Waverly employee handbook for library employees. All in favor, approved. Note that library hours need to be corrected in the handbook.
5. Election of Officers for 2024/25 Library Board. Nominations presented from the Personnel & Policy Committee: President Diana Blake, Vice President Erin Jones, Secretary Ross Helgevold. Floor open for other nominations. Motion by Podhajsky to accept the nominations as presented by Personnel & Policy to serve as the 24/25 officers. Second Janssen. Approved.
6. Director Meyer provided an update on the Make Room for Renewal funds and construction progress.
7. Personnel & Policies provided a brief report on future planning.
8. Director Meyer gave a report on the bookmobile and Summer Reading Program.
9. Board evaluation. Janssen presented a board assessment tool including member self-evaluation and collaborative board evaluation components. Typo resolved on pg. 2, #4. Suggestion by Rathe to include an evaluation point on protocols for communicating with city council/government. Janssen to make corrections and submit the tool for completion by board members by the July meeting.
10. Motion to adjourn by Main, second Podhajsky. Adjourned.

Respectfully Submitted,
Ross Helgevold