

## Minutes / Meeting of the Board of Trustees /Waverly Public Library Tuesday 9 September 2025 / Bremer Room

Board members present: Diana Blake, Jim Janssen, Elaine Main, Deanna McCue (via video link), Sarah Meyer, James Perry, Michael Sherer, Angie Wessel. City council liaison: Ann Rathe. Guest (Friends of the Library): Steve Main. Absent: Erin Jones, Bob Wharram

1. **Call to order** at 5:16 p.m. by President *Blake*.
2. **New Member.** The board welcomed *Angie Wessel*, a retired fifth grade public school teacher, who replaces departing Ross Helgevold.
3. **Agenda** was approved as proposed and presented.
4. **Minutes** from the previous meeting were amended to indicate that *Ann Rathe* was present for a portion of the August session. Moved by *Janssen*. Unanimous approval.
5. **Financials** were not currently available. *Perry* moved to suspend approval. Carried by unanimous vote.
6. **Strategic Planning Process for 2026-2031.** The board participated in a spirited video call discussion with Becky Heil, SE District Consultant for the State Library of Iowa. She explained what her services would include if engaged as facilitator for the upcoming 2026-2031 strategic planning process, a step required in order to maintain library accreditation. Heil indicated that, should Waverly Public Library secure her services, the process would be the 90<sup>th</sup> consultation she has completed. She detailed the process she uses, meeting with stakeholders in order to collect stories reflecting community issues, followed by brainstorming in order to develop mission and vision statements. She suggested inviting 40 people representing a cross-section of the wider community to a discovery session, of whom she believes around 20 will respond.

Following the video feed, board members voiced enthusiasm for working with Heil. *Meyer* agreed to assemble a group from staff and board members in order to begin a process toward creating a survey for the wider community. *Janssen*: Do we need a new survey, on the order of what was previously conducted? If so, should it be community focused or library focused? *McCue*: Not long ago the Waverly Chamber of Commerce conducted a community survey. *Main*: The previous survey conducted by and for the library may have collected too much information. *Janssen*: If a new survey is conducted, a professional should do it.

This is not a task for amateurs. We should probably instead focus on collecting names of 40 individuals from outside the walls of the library.

The board agreed to hold a special session to begin implementing the strategic plan on Tuesday 23 September at 4:15 p.m., with an alternative date if needed on 22 September.

7. **Library closing.** A proposal was approved to permit the library to close from 9am-noon on the last Wednesday each month for staff development. Moved by *Janssen*. Unanimous approval.
8. **Recommendations from Personnel & Policies Committee.** Unanimous approval of two policies, one concerning Computer & Internet use, the other concerning Displays inside the library space.
9. **Other reports.** *Personnel & Policies Committee* will meet 29 September, 1:30 p.m. *Budget & Finance Committee* will meet 29 September at noon. *Library Foundation*. *McCue* indicated a replacement is needed for the committee seat vacated by Ross Helgevold. Several large donations have recently been received.
10. **Director's report.** *Meyer* informed the board that a plumbing problem has been solved by having Crystal Plumbing open a clogged drain.
11. **Board Member Comments.** *Janssen* requested that observations concerning the library director's performance should be shared in a timely manner, not held until the end of the year.
12. **Adjournment** at 7:00 p.m.

Michael Sherer, Secretary