

Waverly Public Library Board of Trustees Minutes
July 9, 2024

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

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

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

1. Motion by Main to approve Agenda, seconded by Podhajsky. Approved.
2. Motion by Jones to approve June 2024 Meeting minutes, seconded by Perry. Approved.
3. Financials presented by Budget & Finance Committee. June expenses of note: motor repair for handicap entrance in lobby, library signage updated to reflect hours of operation, and additional bookmobile shelving was purchased. The Budget & Finance Committee reported that the fiscal year 2023 expenditures ended at 98.8% with \$14,372 (or 1.2% of budgeted expenditures) going back to the city's general fund. Motion from committee to approve financials per standing resolution (no second needed). All in favor, approved.
4. The WPL Board Evaluation Retreat was set for Tuesday, September 17, 2024 from 5:00pm to 7:00pm (location TBD).
5. Motion by Janssen to modify library hours on Saturday, July 20, 2024 to 1:00pm to 4:00pm to allow for staff participation in the Heritage Days Parade with the Bookmobile, seconded by Perry. Approved.
6. Motion from Personnel & Policies Committee to adopt the Event Policy. After discussion, Main offered the amendments to include the clarification of "Outdoor Event Policy"; strike "elopements" from the description; add reference to the Meeting Room Policy and change verbiage from "are encouraged to call the Library" to "shall notify the Library" under Reservations. All in favor, approved.
7. McCue provided an update on the Make Room for Renewal funds. Director Meyer provided an update on the Make Room for Renewal construction progress.
8. Personnel & Policies meets July 26 to review the Director's evaluation, patron safety policy, discuss goals for strategic planning, and plan a staff recognition event (Board to set time and date at August Trustee Meeting). Budget & Finance will meet August 12. The Waverly Public Library Foundation has a Quarterly Investment Committee Meeting upcoming. The Friends of the Waverly Public Library are meeting to discuss funding options for programs (such as Reach Out and Read) as the Used Book Sales have been greatly reduced during construction. Director Meyer reported on the bookmobile visits and successful Summer Reading Program.
9. Director Meyer reported that the new ILS system is up and running. She reports that staff have been "open and positive to learning the new system".
10. Motion to adjourn by Podhajsky, second Janssen. Adjourned.

Respectfully Submitted,
Erin Jones