

Waverly Public Library Board of Trustees Minutes

November 12, 2024

The Waverly Public Library Board of Trustees meeting was called to order by Diana Blake at 5:15 p.m., Nov. 12, 2024, in the Ike Ackerman City Council Chambers.

Present: Diana Blake, Ross Helgevold, Jim Janssen, Erin Jones, Bob Wharram, Deanna McCue, and James Perry

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

1. Motion by Janssen to approve Agenda, seconded by Perry. Approved.
2. Motion by Wharram to approve Oct. 2024 Meeting minutes, seconded by Perry. Approved.
3. Financials presented by Budget & Finance Committee. Spending is at 32.4% of the budget at 33% of the fiscal year. A bill for a water softener issue will show in next month's financials. **Motion from committee** to approve financials. (no second needed) All in favor, *approved*.
4. Discussion of budget request to city. Budget committee is looking to keep the budget as flat as possible, using savings in the Contract Services line to cover any increase in the Personnel line. The budget committee hopes to have the budget complete for approval Dec. 10.
5. Personnel & Policies Committee
 - a. Changes to the Director Performance Review Process
 - i. Modification to the review rubric removing 'exceeds expectations' and making top review status 'Meets Expectations' (changing a 1 to 5 scale to a 1 to 3 scale per category).
 - ii. Increase the number of board members and stakeholders invited to provide performance assessment form feedback. The aspiration is for a full meeting once per year, possibly closed session, to share feedback with director.
 - iii. **Motion from Committee:** The board shall reserve a portion of a regular meeting for the purpose of discussing the director's performance during the past year. In the case that this session is a closed session, it must adhere to all Iowa's Open/Closed meeting requirements. Any significant findings, of either a positive or negative nature, shall be shared with the director by the board president. No second on the motion is needed, *approved*.
 - iv. The committee is reviewing director compensation standards and norms.
 - b. **Motion from Committee** to adopt Board Goals 1 & 2. All in favor, *approved*.
 - i. Goal 1, Align director evaluation with strategic plan.
 - ii. Goal 2, Anticipate trustee vacancies and implement effective recruitment of applicants, including effective onboarding procedure of new mayoral appointments to the board, including educating new trustees on the relationship with the WPL Friends of the Library and the WPL Foundation.
 - c. Strategic Plan. The deadline for a strategic plan has been moved by the state from 2025 to 2026. However, P&P committee will continue with the 18 month strategic plan underway, beginning 2025.
 - d. Waverly Code 43 notice of language update: Section 43.3, the final sentence, removing 'treasurer' from being a check signer.

- e. **Motion from Committee** to adopt reviewed and updated *Waverly Public Library Loan and Billing Policy* (URL to renew materials was updated). All in favor, *approved*.
- 6. Make Room for Renewal
 - a. Construction Update. Punch list items are being addressed, construction is wrapping up. The open house/grand opening has been scheduled.
 - b. Financial update on project income & expenses.
- 7. Other reports: Annual Report has been sent. Physical circulation was at 77% despite closures and changes.
- 8. Motion to adjourn by Jones, second Perry. Adjourned.