

Waverly Public Library Board of Trustees Minutes

December 10, 2024

The Waverly Public Library Board of Trustees meeting was called to order by Diana Blake at 5:15 p.m., Dec. 10, 2024, in the library Bremer Room.

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

Also present: Library Director Sarah Meyer, Teen Librarian Trevor Krug and City Council Representative Ann Rathe

1. Motion by Janssen to approve Agenda with amendment: item 7 be moved up to after financials so Trevor can get to evening programming. Seconded by Wharram. Approved.
2. Motion by Janssen to approve Nov. 2024 Meeting minutes, seconded by Wharram. Approved. Helgevold will double check attendance at the Nov. meeting.
3. Financials presented by Budget & Finance Committee. This was a three pay-period month. Utilities are higher than anticipated and will be investigated. **Motion from committee to approve financials.** (no second needed) All in favor, *approved per standing resolution*.
4. Strategic Plan for January 2025 to June 2026. Trevor presented an 18 month strategic plan consisting of 3 specific goals, each supported with goal objectives and personnel assigned to ensure progress. Goal 1: 'Create a marketing plan so that patrons get a consistent message from us about the Library's story.' Goal 2: 'Assess, drive, and explore intended uses of new spaces.' Goal 3: 'Create a process of evaluating staff initiatives to align available resources with goals.'
5. Budget & Finance Committee presented a proposed budget for the 2025-2026 fiscal year. **Motion from committee to approve budget.** Discussion. All in favor, *approved*
6. Discussion of Director salary. Personnel & Policy Committee presented their findings on salary comparisons of directors at other libraries of comparable size as well as with directors of other departments within the City of Waverly, along with recommendations for changes in WPL director salary. Topic will be revisited at a future meeting.
7. Make Room For Renewal
 - A. Construction Update. One more regular meeting with the contractor is set for tomorrow, this may be the final meeting.
 - B. Financial update on project income & expenses. Still working on cost adjustments for delays caused by the lighting.
8. Other reports: Director will be taking time off at Christmas.
9. Motion to adjourn by Janssen, second Main. Adjourned.