

Waverly Public Library Board of Trustees Minutes

January 14, 2025

The Waverly Public Library Board of Trustees meeting was called to order by Erin Jones at 5:16 p.m., Jan. 14, 2025, at the library.

Present: Linda Podhajsky, 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

Absent: Diana Blake

1. **Motion by Main** to approve Agenda, seconded by Janssen. Approved.
2. **Motion by Janssen** to approve Dec. 2024 Meeting minutes, seconded by Wharram. Financials delayed while Perry commutes from work. Approved.
3. 2025/26 Budget Request: Director Meyer has met with the City Manager to discuss the budget. The next step is the city budget meeting on January 25th.
4. Presentation from the Special Projects Committee on a special project application submitted by librarian Emily McClimon for adding Vox Books (picture books with built-in audio player) to the collection. **Motion from committee** to approve up to \$2,500.00 from the Library Foundation Custodial Fund for 50 Vox books. Approved.
5. **Motion by Main** to approve community member Karen Lehmann as a member of the Special Projects Committee. Second Janssen. Discussion. Approved.
6. Financials presented by Budget & Finance Committee. At the half-way point of the fiscal year expenditures are at or under 50% in appropriate lines, except Salaries and Wages at 51%, which is due to the increase in PT hours, the allocation for these hours from Contracted Services have not been applied and therefore are in line with budget. Higher utilities were recorded for the previous two months due to a leak in the water softener, this has been fixed and the utilities therefore were back within normal bounds. Due to the billing schedule there is no gas bill paid in December. **Motion from committee** to approve financials per standing resolution. (no second needed) All in favor, *approved*.
7. February will be the time to review the Library Director position salary. The process devised by the Personnel & Policy Committee for evaluating the director was presented to the full board.
8. Reports
 - A. Make Room for Renewal Construction Progress. Meyer presented the items on the Punch List still being worked on.
 - B. Make Room for Renewal Fundraising Committee. McCue presented on remaining expenses and outstanding pledges.
 - C. Personnel & Policy Committee. Is beginning work on the July 2026 strategic plan.
 - D. Friends of the Library. Minutes and budget included in the Trustee packet. **To be reflected in the minutes is the Library Board's appreciation and gratitude for the work and support of the Friends.**
9. Comments. Capital Projects for work on the parking lot and roof snow guards are going forward. Bremer County Supervisors were given a tour of the renovation. The architect will be sending a photographer and those photos may be submitted to the 2025 design showcase in American Libraries magazine; thank you goes to Karen Lehmann for pointing out the opportunity.
8. Motion to adjourn by Podhajsky, second Janssen. Adjourned.