

## Waverly Public Library Board of Trustees Minutes

February 11, 2025

The Waverly Public Library Board of Trustees meeting was called to order by Diana Blake at 5:16 p.m., Feb. 11, 2025, at the library.

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

Also present: Library Director Sarah Meyer

Absent: James Perry

1. **Motion by Wharram** to approve Agenda, seconded by Janssen. Approved.
2. **Motion by Main** to approve Jan. 2025 Meeting minutes, seconded by Janssen. Approved.
3. Financials presented by Budget & Finance Committee. Of note an HVAC controller needed to be replaced in January. The computer replacements have been completed, this update was 72% of the technology budget for the year. A door opener was installed in the Youth area, expense to be reimbursed by PEO. **Motion from committee** to approve financials. (no second needed) All in favor. Approved.
4. Waverly city budget meeting was held on January 25th. Thank you to James Perry for representing the WPL 25/26 budget request.
5. Janssen presented the proposed new Waverly Library Director Annual Performance Review process on behalf of the Personnel & Policies Committee. Process includes using the city's 360-Degree assessment tool. An approximate timeline for the process was also presented. **Motion from committee** to adopt the Waverly Library Director Annual Performance Review Plan. Discussion. Call for vote by Wharram. Approved.
8. Other Reports
  - A. Make Room for Renewal Construction Progress. Meyer is submitting materials for final CAT grant adjustments. Huff Construction is releasing its retainage.
  - B. Make Room for Renewal Fundraising Committee. McCue is working with Dani Gordon on transitioning [www.makeroomforrenewal.org](http://www.makeroomforrenewal.org) now that the project is finishing.
  - C. Personnel & Policy Committee meets next March 28<sup>th</sup>.
  - D. Waverly Public Library Foundation met for its quarterly meeting. Final bills and city reimbursements have been transferred.
8. Motion to adjourn by Jones, second Janssen. Adjourned.