

Waukee Public Library  
Board of Trustees Minutes  
Tuesday, May 14, 2024  
950 Warrior Lane, Waukee, IA 50263

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1. CALL TO ORDER

President Micki called the meeting to order at 5:36 p.m.

2. ROLL CALL –

Board of Trustees members in attendance: Anna Phelps, David Meyer, Micki Henderson, Miranda Djukic, Anna Eichhorn. Liaisons in Attendance: Kristine Larson, Library Director

3. APPROVAL OF AGENDA

Phelps moved to approve the agenda: Meyer seconded. Ayes: 4. Nays: 0. Motion carried.

4. MINUTES FOR APPROVAL – Regular meeting 04/09/2024

Phelps moved to approve the minutes. Eichhorn seconded. Ayes: 4. Nays: 0. Motion carried.

5. PUBLIC COMMENTS – None

6. ACTION ITEM – APPROVAL OF INVOICES

Major expenditure categories during the most recent period were for the staff cubicle furniture reconfiguration and additions (\$14,516.62), Repair/maintenance of building (\$ 6,270.60), and the summer reading club (\$13,425.9)

All other invoices were for planned expenses.

Meyer moved to approve the invoices. Djukic seconded. Ayes: 5. Nays: 0. Motion carried.

7. REPORTS

a. Budget Report

- Budget Report – 16.6% of the budget remains for the final six weeks of the fiscal year. The budget is on track for most expenses. Expenditures that came in higher than anticipated so far for the year include 1) unexpected building repairs throughout the year 2) office supplies and printing due to inflation and 3) General liability insurance. Many other businesses and non-profits are experiencing the same as insurers try to better predict claims and price better in a volatile market.
- Although these expenses have been higher than anticipated, unused funds budgeted for open positions will likely offset them so our overall budget for the year is looking good.

b. Director's Report

- Lots of focus on staffing this month.
- The Teen Librarian starts on June 4th.
- Onboarding for seasonal staff continues through the end of May.
- Senior technology classes are doing very well.
- Storying telling in the park will occur throughout May.
- Connie and Miranda's term will be up at the end of June. Two new Board members will be appointed and start at the July meeting.

- Anna Phelps will be moving to Adel so will no longer be able to serve on the Waukee Board. This position will be filled with an applicant for the remaining two years of her term and will start at the July meeting.

c. Personnel Committee – did not meet

d. WPL Friends Foundation Report

- Book sale will be Friday May 17<sup>th</sup> and Saturday May 18<sup>th</sup>. This will be the last book sale we will have for a couple of years. However, books can still be purchased in the book nook at the Waukee Library.
- Next meeting will be on June 4<sup>th</sup>. The foundation will not meet in July.

e. Ways and Means Committee – did not meet

f. Legislative Update – did not meet

## 8. ADJOURNMENT

Phelps moved to adjourn the meeting. Meyer seconded. Ayes: 5. Nays: 0. Motion carried.

Board adjourned the meeting at 5:54 p.m.

**\*\*Minutes submitted by Anna Phelps, Board Member\*\***

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President

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Vice President