

Waukee Public Library
Board of Trustees Minutes
Tuesday, August 13, 2024
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

President Micki called the meeting to order at 5:32 p.m.

2. ROLL CALL –

The following Board of Trustees members were in attendance: Micki Henderson, David Meyer, Melissa Marwedel, Darcy Burnett, Lela Scott, Anna Eichhorn, and Emily Schultz joined remotely.

Liaisons in Attendance:

Kristine Larson – Library Director

Other? _____

3. APPROVAL OF AGENDA

Burnett moved to approve the agenda. Marwedel seconded the motion. Ayes: 6 Nays: 0 Motion carried.

4. MINUTES FOR APPROVAL

a. Meeting 07-09-2024

Marwedel moved to approve minutes. Burnett seconded the motion. Ayes: 6 Nays: 0 Motion carried.

5. PUBLIC COMMENTS

a. No public comment

6. ACTION ITEM – APPROVAL OF INVOICES

a. June 2024 – closed out summer reading – pretty standard items. We boost job listings on FB to help with applicants.

b. July 2025 – lots of renewals every July for the full year

Meyer moved to approve invoices. Burnett seconded the motion. Ayes: 6 Nays: 0 Motion carried.

7. ACTION ITEM – APPOINTMENT OF COMMITTEES

a. Emily – Ways & Means Committee & WPLFF

b. Dave – Personnel Committee & WPFL

Burnett moved to approve committee appointments. Scott seconded the motion. Ayes: 6 Nays: 0 Motion carried.

8. REPORTS

a. Budget Report

i. We ended last fiscal year with .18% left for the year.

ii. Annual renewals are heavy in the month of July.

- iii. Went over budget for insurance – increased the allocated monies for insurance, but the insurance still exceeded the earmarked number.
- iv. The Board of Supervisors approves allocated monies for the 12 libraries utilizing a formula.
- v. Partition wall and new controls for HVAC for capital funds.
- b. Library Director's Report
 - i. August Bingo program going on until August 22nd
 - ii. Keri is busy with new staff.
 - iii. Filled PT children's outreach position
 - iv. This week is the second round for digital marketing interviews
 - v. The facility manager is working on finding maintenance and cleaning companies
 - vi. This Friday, she is meeting with metro library directors
 - vii. Had a booth at the back-to-school event – always a good turnout
 - viii. Van has arrived at Stew Hanson and might get in a month or so
- c. Personnel Committee
 - i. Did not meet
- d. WPL Friends Foundation Report
 - i. They will pay for the van without sponsorship – and will put their name on it.
 - ii. Planning to send out a fundraising letter at the end of October
 - iii. Dale Finnigan is stepping down at the end of the year
- e. Ways and Means Committee
 - i. Did not meet
- f. Need to add legislative committee for next meeting
- g. Iowa Library Association is an available resource for less than 50 a year

9. ADJOURNMENT

Meyer moved to adjourn the meeting. Burnett seconded the motion. Ayes: 7 Nays:0 Motion carried.

The board adjourned the meeting at 5:53 PM.

****Minutes submitted by Lela Scott, Board Secretary****