

Waukee Public Library  
Board of Trustees Minutes  
Tuesday, September 10, 2024  
950 Warrior Lane, Waukee, IA 50263

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1. CALL TO ORDER

President Micki called the meeting to order at 5:35 p.m.

2. ROLL CALL

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

Liaisons in Attendance:

Kristine Larson – Library Director

Other? \_\_\_\_\_

3. APPROVAL OF AGENDA

Marwedel moved to approve the agenda. Burnett seconded the motion. Ayes: 7 Nays: 0 Motion carried.

4. MINUTES FOR APPROVAL

a. Meeting 08-13-2024

Schultz moved to approve the minutes. Meyer seconded the motion. Ayes: 7 Nays: 0 Motion carried.

5. PUBLIC COMMENTS

a. No public comment

6. ACTION ITEM – APPROVAL OF INVOICES

a. August was a healthy month, with a lot of online resources and program expenses

b. Iowa Library Conference in October – 3 staff will attend, and it is being held in Des Moines this year.

c. Building repairs

i. Carries office door

d. Libby, the app, does not cost per user

Burnett moved to approve invoices. Schultz seconded the motion. Ayes: 7 Nays: 0 Motion carried.

7. ACTION ITEM – APPROVAL OF 2025 LIBRARY HOLIDAYS

a. 10 City Holidays: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day

b. Want to add days for staff training days – these would be held in the mornings of three Fridays throughout the year, 9:00 am – 1:00 pm, then open at 1:30 pm

c. Chose Fridays due to utilization being down on this day and time

d. Training focusing on Customer Service, Team Building, bringing in speakers and resources, etc.

e. Have not had all staff training before and currently only do individual training

Scott moved to approve library holidays. Burnett seconded the motion. Ayes: 7 Nays: 0 Motion carried.

8. REPORTS

a. Budget Report

a. On track – looking good

b. Insurance has already come through the budget

- c. Receive money in the spring from the county (Supervisors)
- b. Director's Report
  - a. Fully staffed
  - b. Katherin White started yesterday – going well
  - c. Focused on training new staff and getting everyone comfortable with their roles
  - d. The van has been on outreach visits every day this week
  - e. September is National Library card sign-up month – will have social media posts about it
  - f. Local Artist of the Month – Mary D – specific to Central Iowa/Iowa, they feature another artist every month
  - g. Iowa State Conservation Group hosted a class last week – this is their third year at the library
  - h. Sunday hours
  - i. State reports due next month
- c. Personnel Committee
  - a. Did not meet
- d. WPL Friends Foundation Report
  - a. Motion to pay for the van and will pay for the wrap, sending out a fundraising letter in October
  - b. 25k was dropped off with no strings
  - c. A lady who made clothes for the dolls at the library passed away last year – leaving 16k in an investment account for the library – The foundation needs to figure out what to do with it
  - d. Lela will email committee members to create a schedule for the rest of the year's meetings
- e. Ways and Means Committee
  - a. Did not meet
- f. Legislative Update
  - a. Didn't meet, but Kristien sent out the American Lib Association Leg toolkit and sent out the IAL Link
  - b. Joined Iowa Library Association, and they have two lobbyists

## 9. ADJOURNMENT

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

The board adjourned the meeting at 5:57 PM.

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