

**Waukee Public Library
Board of Trustees Minutes
Tuesday, May 13, 2025
950 Warrior Lane, Waukee, IA 50263**

1. CALL TO ORDER

Micki Henderson called the meeting to order at 5:34 p.m.

2. ROLL CALL

The following Board of Trustees members were in attendance: Melissa Marwedel, Anna Eichhorn, David Meyer, Emily Schultz, Micki Henderson

Not in attendance: Darcy Burnett, Lela Scott

Liaisons in Attendance:

Kristine Larson - Library Director

3. APPROVAL OF AGENDA

Motion to approve the agenda made by Anna Eichhorn, seconded by David Meyer.

Ayes: 5, Nays: 0, Motion carried.

4. MINUTES FOR APPROVAL

a. Meeting 04-08-2025

Emily Schultz moved to approve the minutes. Anna Eichhorn seconded the motion.

Ayes: 5, Nays: 0, Motion carried.

5. PUBLIC COMMENTS

a. No public comments.

6. ACTION ITEM – APPROVAL OF INVOICES

- End of fiscal year approaching; wrapping up program and reading costs.
- Notable expenses: fire panel replacement (CIP), fax overages (~\$40 per quarter), continued use of public printing/scanning/faxing.
- Copying/printing in high demand (5,000/month).
- Scanning and faxing remain free to patrons.

Motion to approve invoices made by Melissa Marwedel, seconded by David Meyer.

Ayes: 5, Nays: 0, Motion carried.

7. ACTION ITEM – POLICY APPROVALS

a. Food & Drink Policy

- Clarified rules for food in public spaces, particularly near computers.
- Added guidance on messiness, odors, and delivery food.

Motion to approve updated Food & Drink Policy made by David Meyer, seconded by Anna Eichhorn.

Ayes: 5, Nays: 0, Motion carried.

b. Circulation Policy

- Introduction of “Hot Collection” with 10-day loan period and no renewals.
- Mobile hotspots restricted to 1 per adult Waukeel resident card.
- Merged previous hotspot policy into circulation policy.
- Updated interlibrary loan guidelines.

Motion to approve Circulation Policy made by Anna Eichhorn, seconded by Melissa Marwedel.

Ayes: 5, Nays: 0, Motion carried.

8. ACTION ITEM – POLICY REMOVALS

Policies eliminated due to redundancy, age, or procedural status rather than actual policy:

- Cooperation with Other Libraries
- Volunteers
- Incident Report
- Public Services
- Public Relations
- Library Bike
- Test Proctoring
- Hotspot Policy (merged into Circulation Policy)

Motion to remove outdated policies made by Emily Schultz, seconded by David Meyer.

Ayes: 5, Nays: 0, Motion carried.

9. REPORTS

a. Budget Report

- Six weeks left in fiscal year, 20% of budget remains.
- High building costs due to repairs.
- Summer reading expenses to increase.
- Budget performance generally on target.

b. Library Director's Report

- Summer Reading Program begins June 1 (theme: "Level Up").
- Stories in the Park had strong attendance (80–87 participants).
- April circulation up 5% YOY.
- Attended county-wide training, city strategic planning, and state library roundtable in Boone.
- Concerns discussed about continued access to **Libby/OverDrive** due to state-level budget uncertainties:
 - No current state librarian
 - Unclear if consortium contract will be renewed
 - Potential financial burden if libraries must negotiate independently from state
 - Libraries developing contingency plans

c. WPL Friends Foundation Report

- Flower Power Fundraiser ends May 15.

d. Personnel Committee

- Meeting to be held after board meeting to review director evaluation.

e. Ways and Means Committee

- Met prior to the board meeting to review policy recommendations.

f. Legislative Update

- Did not meet

10. ADJOURNMENT

Motion to adjourn made by Anna Eichhorn, seconded by Melissa Marwedel.

Ayes: 5, Nays: 0, Motion carried.

The board adjourned the meeting at 6:03.

Minutes submitted by Emily Schultz, Board Member