

Waukee Public Library
Board of Trustees Minutes
Tuesday, July 8, 2025
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

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

2. ROLL CALL

The following Board of Trustees members were in attendance: Lela Scott, Micki Henderson, Melissa Marwedel, David Meyer, and Darcy Burnett joined virtually. Emily Schultz joined at 5:37 pm. Darcy joined in person at 5:48 pm.

Not in Attendance: Alyssa Young

Liaisons in Attendance:

- ☒ Kristine Larson – Library Director
- ☐ Other? _____

3. APPROVAL OF AGENDA

Marwedel moved to approve the agenda. Meyer seconded the motion. **Ayes: 5 Nays: 0 Motion carried.**

4. MINUTES FOR APPROVAL

- a. Meeting 06-10-2025

Meyer moved to approve the minutes. Scott seconded the motion. **Ayes: 5 Nays: 0 Motion carried.**

5. PUBLIC COMMENTS

- a. No public comment

6. ACTION ITEM – APPROVAL OF INVOICES

- a. Still closing out last year.
- b. Looking into a new event management system – have been using Eventbrite, looking to switch to Library Market, other libraries use this platform. It should be better about signups and email reminders.

Marwedel moved to approve the invoices. Burnett seconded the motion. **Ayes: 5 Nays: 0 Motion carried.**

7. ACTION ITEM – APPOINTMENT OF OFFICERS

- a. **Secretary** – Lela Scott
- b. **Treasurer** – Darcy Burnett
- c. **Vice President** – David Meyer
- d. **President** – Micki Henderson

Schultz moved to approve officer appointments. Marwedel seconded the motion.

Ayes: 6 Nays: 0

8. ACTION ITEM – APPOINTMENT OF COMMITTEES

- a. **Personnel Committee**
 - i. Micki Henderson
 - ii. David Meyer
 - iii. Lela Scott
- b. **Ways & Means Committee**
 - i. Emily Shultz
 - ii. Melissa Marwedel
 - iii. Darcy Burnett
- c. **Legislative Advocacy Committee**
 - i. Melissa Marwedel
 - ii. Darcy Burnett
 - iii. Emily Schultz
- d. **WPLFF Liaisons**
 - i. David Meyer
 - ii. Emily Schultz
 - iii. Micki Henderson

Micki Henderson's last year on the board.

David's third year on the board.

Anna left early due to her moving.

Scott moved to approve committee appointments. Meyer seconded the motion.

Ayes: 6 Nays: 0

9. REPORTS

- a. **Budget Report**
 - a. Closing out the year – invoices still coming through, usually through this month.
 - b. 5% on operating and 3% on personnel.
 - c. Budgeted enough for insurance this year.
 - d. Revenue on the last page, what is gained through fines and copies.
- b. **Library Director's Report**
 - a. Summer Reading Challenge still going, goes to the end of this month – already passed 3500 people, which is more than last year who signed up.
 - b. The library was featured on the news for all the activities.
 - c. Circulation was up 11% from last year at this time.

- d. 15,000 people in the building in June.
 - e. August Bingo is coming up.
 - f. Hot Collection and Lucky Day Collections are doing well – ones that do not renew.
 - g. Public computer use is up as well – has not seen this high of usage before. Decided to change one computer to just 15 minutes for quick hits.
 - h. New online resource, test prep, funded by the state.
 - i. Kept Brainfuse, one that the state is no longer going to fund – Help Now, Jobs Now and College Now.
 - j. Not continuing with Ancestry and Newspaper Archives – more information towards the fall.
- c. WPL Friends Foundation Report**
- a. Did not meet in July, next meeting is August 5th.
 - b. Will be at the Arts Festival – will be selling tote bags and t-shirts
- d. Personnel Committee**
- a. Did not meet.
- e. Ways and Means Committee**
- a. Did not meet.
- f. Legislative Update**
- a. Did not meet.

10. ADJOURNMENT

Schultz moved to adjourn the meeting. Burnett seconded the motion. **Ayes: 6 Nays: 0 Motion carried.**

The board adjourned the meeting at 5:58 PM.

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