

Waukee Public Library  
Board of Trustees Minutes  
Tuesday, August 12, 2025  
950 Warrior Lane, Waukee, IA 50263

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**1. CALL TO ORDER**

Micki Henderson called the meeting to order at 5:33 p.m.

**2. ROLL CALL**

The following Board of Trustees members were in attendance: Lela Scott, Emily Schultz, Micki Henderson, David Meyer, Alyssa Young and Darcy Burnett.

**Not in Attendance:** Melissa Marwedel

**Liaisons in Attendance:**

☒ Kristine Larson – Library Director

☐ Other? \_\_\_\_\_

**3. APPROVAL OF AGENDA**

Scott moved to approve the agenda. Meyer seconded the motion. **Ayes: 6 Nays: 0 Motion carried.**

**4. MINUTES FOR APPROVAL**

a. Meeting 07-08-2025

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

**5. PUBLIC COMMENTS**

a. No public comment.

**6. ACTION ITEM – APPROVAL OF INVOICES**

a. Wrapping up the year in June.

b. A lot of funds are going out in the first month of the fiscal year.

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

**7. ACTION ITEM – APPOINTMENT OF 2026 HOLIDAYS AND CLOSURES**

a. Closed during all city recognized holidays

b. Six additional days off outside of the city

c. Two staff trainings this year – April 17<sup>th</sup> and October 9<sup>th</sup>

Meyer moved to approve officer appointments. Burnett seconded the motion. **Ayes: 6 Nays: 0**

**8. ACTION ITEM – REVIEW OF ANNUAL ACTION PLAN**

a. Went through the Action Plan document provided

b. Helps give board what is happening on a day-to-day basis at the library.

## **9. REPORTS**

### **a. Budget Report**

- a. The biggest expense right now is insurance, still within budget.

### **b. Library Director's Report**

- a. Summer reading is done – 3700 people signed up, 200 more than last year.
- b. August BINGO goes through 8/22
- c. 7,000 more people in the building than in June and July last year
- d. 157 onsite programs with 4,532 attendees
- e. 43,535 total books checked out
- f. 11,877 total eBooks and eAudiobooks checked out
- g. 6000+ social media followers – 64% increase in interactions
- h. Library had a booth at the Waukegan back to school resource fair
- i. Fall programming starts in September
- j. Participated in the city's school supplies drive – gathered the most supplies.

### **c. WPL Friends Foundation Report**

- a. Met last week.
- b. T-shirt sales – only had around 15 t-shirts left from the 50+
- c. Working on an online platform for others to buy the t-shirts
- d. Tote bags did not sell as well – going to do a fundraising campaign and will use the tote bags as a gift for donating x amount of money

### **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**

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

The board adjourned the meeting at 5:53 PM.

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