

Waukee Public Library
Board of Trustees Minutes
Tuesday, November 11, 2025
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

Micki Henderson called the meeting to order at 5:31 p.m.

2. ROLL CALL

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

Not in Attendance:

Liaisons in Attendance:

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

3. APPROVAL OF AGENDA

Shultz moved to approve the agenda. Marwedel seconded the motion.

Ayes: 7 Nays: 0 Motion carried.

4. Presentations

- a. City Administrator – Brad Deets

5. MINUTES FOR APPROVAL

- a. Meeting 10-14-2025

Marwedel moved to approve the minutes. Burnett seconded the motion.

Ayes: 7 Nays: 0 Motion carried.

6. PUBLIC COMMENTS

- a. No public comment.

7. ACTION ITEM – APPROVAL OF INVOICES

Shultz moved to approve the invoices. Meyer seconded the motion.

Ayes: 7 Nays: 0 Motion carried.

8. ACTION ITEM – APPROVAL OF POLICY 3.1 CIRCULATION AND LIBRARY CARDS

- a. The items in red are the changes – merging circulation policy and library card policy into one

- b. Ways and Means met last month to review
 - c. Made them clearer and more concise – keeping things simple
 - d. We do not distinguish between an adult card vs a kid card so moved to resident card
 - i. 5–13-year-olds need an adult
 - ii. 14 and older and have a state issued ID they can sign up for a card themselves
 - e. Must be a Waukee resident for ILL
 - f. Added Iowa Code for privacy laws regarding checking books out
 - g. Educator and Homebound cards did not change a lot
- Burnett moved to approve the invoices. Marwedel seconded the motion.
Ayes: 7 Nays: 0 Motion carried.

9. ACTION ITEM – APPROVAL FY27 BUDGET REQUEST

- a. We were asked to do a flat budget based on what we spent last year because the concern about the property tax situation.
 - b. No concerns from Kristine about the proposed budget.
 - c. City was affected 3.7 million on the Apple taxes – easier for us to observe that, will come out of CIP budget (Capital Improvements) – planned a lot to be able to be able to weather this cut.
- Scott moved to approve the invoices. Meyer seconded the motion.
Ayes: 7 Nays: 0 Motion carried.

10. REPORTS

a. Budget Report

- a. All in line with expected expenses

b. Library Director's Report

- a. Metro Trustee Training was good – contact legislatures – they did talk about disinformation
- b. All library bills proposed last year are still alive and assume they will send them through again
- c. Winter reading program starts in a couple of weeks
- d. New art exhibits
- e. 3 part-time public services positions were open, hired for them all and are being trained
- f. Dallas County library meetings yesterday, talked a lot about food insecurity
- g. Building repair issues
- h. Will be closed for Thanksgiving and following Friday, closing early that Wednesday

- i. Baker and Taylor is closing – use them for auditing and accreditation – all done this year so do not need to worry about it now but need to find a new system
- j. Taking household batteries, partnering with Waste Management – forever, seasonal for holiday lights – fire chief signed off on it
- k. Circulation up 14% in September compared to last year
- c. WPL Friends Foundation Report**
 - a. Sent out fundraising letter – already have \$3,000
 - b. Planning to do flower power fundraiser in the spring
- d. Personnel Committee**
 - a. Did not meet.
- e. Ways and Means Committee**
 - a. Met last month to update policies – see above notes.
- f. Legislative Update**
 - a. Did not meet. Need to schedule a meeting soon.

11. NEW BUSINESS

- a. Meyer: Have set for Murder Suspended book donation

12. ADJOURNMENT

Marwedel moved to adjourn the meeting. Meyer seconded the motion.

Ayes: 7 Nays: 0 Motion carried.

The board adjourned the meeting at 6:39 PM.

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