

Waukee Public Library  
Board of Trustees Meeting Minutes  
Tuesday, April 14, 2026  
950 Warrior Lane, Waukee, IA 50263

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**1. CALL TO ORDER**

Micki Henderson called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

The following Board of Trustees members in attendance: Melissa Marwedel, David Meyer, Alyssa Young, Micki Henderson, Darcy Burnett, Emily Schultz joined virtually.

**Not in Attendance:** Lela Scott

**Liaisons in Attendance:**

X Kristine Larson – Library Director

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

**3. APPROVAL OF AGENDA**

Burnett moved to approve the agenda. Marwedel seconded the motion. Ayes: 6 Nays: 0  
Motion carried.

**4. MINUTES FOR APPROVAL**

a. Meeting 3.10.26

Marwedel 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. Normal month

b. Costs for larger prizes for summer reading challenge

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

**7. ACTION ITEM – APPROVAL OF JOB DESCRIPTION**

a. Transitioning Outreach Librarian to full-time position

- b. Was part-time focused on children outreach
- c. New role will serve all ages
- d. New preferred qualification of having a master's degree

Burnett moved to approve job description. Marwedel seconded the motion. Ayes: 6 Nays: 0  
Motion carried.

## **8. REPORTS**

### **a. Budget Report**

- a. Winding down the fiscal year
- b. Typical expenses for this time of year
- c. Not expecting any big costs

### **b. Library Director Report**

- a. Started construction on Monday - adding offices, getting Coal Mine meeting room refreshed with new paint, chair rail
  - i. Splitting one of the offices in 2, taking over the Waukee Room for Kristine's office
  - ii. Utilize baseball museum room for meeting rooms going forward
    - 1. Moving technology from Waukee Room to make it a fully functional meeting room
- b. April 17 - Open late on Friday for staff development
- c. New teen librarian started
- d. New public services manager started today
- e. New building is looking more likely as progress begins on University and 10<sup>th</sup>
- f. Central Iowa Libraries Promotion
  - i. Worked with artist to develop a map that will be released Thurs. April 16
  - ii. More focused effort to promote all the libraries
  - iii. Library Week is next week, so will be giving away related library swag
- g. Discussion of government funding
  - i. Provided information on the impact of Library Services and Technology Act (LSTA) funds in the state
  - ii. Iowa receives ~\$2 million a year, which is then utilized to deliver statewide library services
  - iii. Federal administration has proposed eliminating this budget next year, which will have significant impacts on interlibrary loan service and Libby eBook service availability for patrons
  - iv. Discussion around options for other eBook services and costs; not currently feasible

**c. WPL Friends Foundation Report**

- a. Treasurer report noted significant donation
- b. Working on the website updates
- c. Flower power fundraiser - 2 orders as of last week
  - i. Closes May 15
- d. Working to get last 3-4 months of library visitor or donors for the spring postcard mailing (designed, just need to be printed and sent out)
- e. Taxes were filed and accepted

**d. Personnel Committee**

- a. Worked on approval of Director's performance appraisal
- b. Will deliver appraisal following 4/14 meeting

**e. Ways and Means Committee**

- a. Did not meet

**f. Legislative Update**

- a. Update on amendment to H-8260
- b. Appeals court ruled in favor of SF496 (2023)
- c. Kristine to attend 4/15 Iowa Commission on Libraries meeting

**9. OTHER BUSINESS**

- a. May Board meeting moved to May 6 at 5:30 p.m.

**10. ADJOURNMENT**

Henderson motions to adjourn the meeting. Burnett seconded the motion. Ayes: 6 Nays: 0  
Motion carried.

The board adjourned the meeting at 6:00 p.m.

\*\* Minutes submitted by Alyssa Young, filling in for Board Secretary\*\*