

## **1. CALL TO ORDER**

Micki Henderson called the meeting to order at 5:36 p.m.

## **2. ROLL CALL**

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

**Not in Attendance:** Lela Scott, Alyssa Young

**Liaisons in Attendance:**

X Kristine Larson – Library Director

## **3. APPROVAL OF AGENDA**

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

## **4. MINUTES FOR APPROVAL**

Marwedel moved to approve the April meeting minutes. Schultz seconded the motion. Ayes 5: Nays: 0. Motion carried.

## **5. PUBLIC COMMENTS**

A. No public comment.

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

A. Summer reading prize books represent largest expense this month

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

## **7. ACTION ITEM – APPROVAL OF LIBRARY CLOSURE**

- A. Discussion regarding replacement of light fixtures and bulbs with LED fixtures throughout the library.
- B. Project expected to create long-term cost savings.
- C. Closure anticipated for approximately 1–3 days and must be completed before June 1.
- D. Weeks three and four of May were identified as preferred timing due to limited programming scheduled during those weeks.
- E. Closure dates are still to be determined.

Schultz moved to approve the library closure. Marwedel seconded the motion. Ayes 5: Nays: 0. Motion carried.

## **8. REPORTS**

### **A. Budget Report**

- a. Budget remains in good standing with approximately 6–7 weeks remaining in the fiscal year.
- b. June 30 is the final day of the fiscal year.
- c. The library has not yet received county funding; the DeSoto Library Director has submitted an inquiry regarding timing.
- d. Capital improvement projects are being completed before the fiscal year ends.

### **B. Library Director Report**

- a. Construction Projects
- b. Staff workspace project is nearly complete; remaining items include the door for Kristine Larson’s office and furniture for new offices.
- c. Coal Mine meeting room project is complete.
- d. Technology from the former Waukee Room will be moved to the Manders Baseball Museum room.
- e. LED lighting project is in progress.
- f. Part-time Youth Services Specialist position remains open.
- g. Circulation increased 3% in April and is up 6% year-over-year despite road construction in front of the building.
- h. Storytimes during May are rotating through Waukee parks.
- i. Summer Reading Challenge theme is dinosaurs and will run June 1 through July 31.
- j. Teen Librarian continues participation in City Teen and Early-Out Hangouts, which rotate locations.
- k. Kristine Larson to meet with Metro Library Directors and Dallas County

Library Directors.

- l. June will be Micki Henderson's final board meeting, concluding six years of service on the board.
- m. Emily Schultz and David Meyer's board terms are also ending, with reapplication deadline set for June 1.

**C. WPL Friends Foundation**

- a. Spring postcard mailing was completed with approximately 1,300 postcards sent.
- b. Melissa Rooney joined as a new board member.
- c. Foundation budget remains in good standing.
- d. Discussion regarding use of the library tent for the Arts Festival.

**D. Personnel Committee**

- a. Did not meet.

**E. Ways and Means Committee**

- a. Did not meet.

**F. Legislative Advocacy Committee**

- a. Did not meet.

## **9. ADJOURNMENT**

The meeting adjourned at 5:54 p.m.

**\*\*Minutes submitted by Emily Schultz, on behalf of Board Secretary\*\***