

Waukee Public Library
Board of Trustees Minutes
Tuesday, August 11, 2026
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

The meeting was called to order at 5:34 p.m.

2. ROLL CALL

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

Not in Attendance: Lela Scott, Alyssa Meyer

Liaisons in Attendance:

☒ Kristine Larson - Library Director

☐ Other? _____

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL

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

5. PUBLIC COMMENTS

None.

6. ACTION ITEM - APPROVAL OF INVOICES

- a. A small number of invoices were presented.
- b. At the beginning of the budget year, invoices are normal so far.

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

7. ACTION ITEM - APPROVAL OF 2027 HOLIDAYS/CLOSURES

- a. The library must be closed for all City holidays except July 3. The Board agreed that closing on July 3 would be appropriate because the holiday weekend is not typically busy.
- b. The library will be closed on Easter Sunday and Mother's Day.
- c. The library will close at 3:00 p.m. on the day before Thanksgiving.
- d. The library will be closed on the Sundays before Christmas and New Year's Day. Because New Year's Eve falls on a Friday, the library will close at its regular time.
- e. Staff training closures are Friday, April 16, and Friday, October 15. The library will open at 1:30 p.m. on those dates.

Meyer moved to approve the 2027 holidays and closures. Schultz seconded the motion. Ayes: 5 Nays: 0 Motion carried.

8. REPORTS

a. Budget Report

- a. Because it is the beginning of the fiscal year, the budget currently looks strong.
- b. Insurance costs have been received and prices are increasing.

b. Director's Report

- a. The summer reading program ended July 31. Approximately 3,800 people signed up, several hundred more than last year.
- b. Library staff participated in the back-to-school resource fair.
- c. Staff office furniture was installed last week.
- d. Technology upgrades in the Manders Room are expected to be completed by the end of the month.
- e. Staff are addressing numerous computer and technology issues.
- f. Programming is shifting to the new school year, which begins August 24.
- g. A new issue of The Notice was released.
- h. A new virtual adult author program, Author Encounters, is beginning.

c. WPL Friends Foundation Report

- a. The Foundation held a brief meeting last week.
- b. Website updates are still pending; drafts are expected in October.
- c. The Flower Power fundraiser generated little revenue. Annual proceeds continue to decrease, possibly because participants are saving seeds or do not find the offer appealing. The fundraiser does not cost the Foundation to offer.
- d. It is unclear how much the spring postcard mailing raised, but proceeds were lower than those from the fall mailing.
- e. The Foundation received \$2,600 in donations during May and June, although it is unclear how much resulted from the postcard mailing.
- f. The Foundation decided to purchase additional reduced-rate stamps for another fall mailing.

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 Board voted unanimously to adjourn. Ayes: 5 Nays: 0 Motion carried.

The Board adjourned the meeting at 5:47 p.m.

****Minutes submitted by Emily Schultz in place of the Board Secretary****