Waukee Public Library
Board of Trustees Minutes
Tuesday, October 13, 2026
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

a. The meeting was called to order at 5:32 p.m.

2. ROLL CALL

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

Liaisons in Attendance: Kristine Larson – Library Director

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL

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

- Although the invoice total appeared high, the expenses were fairly typical and primarily reflected one-time software costs and building issues.
- Two book carts were purchased. The carts are expensive but are purchased infrequently and expected to last for many years.

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

7. ACTION ITEM – RESOLUTION 2026-10

Library Staff Technology Remains Supported by City Technology Services

- The resolution addresses ongoing technology support issues with the City, including misunderstandings of submitted service tickets and delays in resolving routine issues.

- A security camera service ticket was misunderstood as a request to place library cameras on the City network, contributing to a six-month delay.
- Front desk computer issues took approximately six months to resolve, although the work was expected to require only one or two days.
- Prior correspondence documents concerns regarding communication, ticket interpretation, and timely resolution.
- The Board intends the resolution to provide a formal response to the City and bring the ongoing technology support disputes to a close.
- If approved, Larson will email the resolution to both parties.

Burnett moved to approve Resolution 2026-10. Salvo seconded the motion. Ayes: 6. Nays: 0. Motion carried.

8. REPORTS

a. Budget Report

- The budget remains in good standing, with nothing out of the ordinary for this point in the year.
- Copying services generate approximately $900 per month in revenue, which is returned to the City.

b. Library Director Report

- Fall and Winter Programs continuing to go well.
  - The library has a strong lineup of programs for the fall and winter.
  - The all-ages Winter Reading Program will run from November 15, 2026, through January 31, 2027, with a wide selection of prizes.
  - Library staff attended the City teen early-out program last week. The program has concluded for the fall, and future participation remains uncertain.
- Staffing
  - Laura Hanson has been rehired as Technical Services Manager and will begin October 27, 2026.
  - Hanson previously held the role for seven years and most recently served as a children's librarian in Pleasant Hill.
- Meetings, Training, and Outreach
  - Larson presented at the City Explained class last week. This is the first year the City has hosted the class, and the presentation was well received.
  - Larson will attend the Metro Library Directors meeting next week.
  - Larson attended the Waypoint groundbreaking ceremony last week.
  - Friday's staff training went well and included a review of artificial intelligence and library policies.
- State reports are being completed with a target of October 31, 2026.

c. WPL Friends Foundation Report

- The annual fundraising letter will be mailed November 3, 2026, to a list of more than 1,500 recipients.
    - A brief board meeting will begin at 6:00 p.m., followed by envelope stuffing.
    - High school students can earn Silver Cord service hours by helping. Tim at the high school may be contacted to post the opportunity on the school's opportunity board.
- The DonorPerfect renewal payment method needs to be confirmed. The current plan is to charge the renewal to Larson's card and reimburse her.
- Book Nook sales are going well and exceeded $600 in August.
- Website updates are ongoing. Removing the beige background significantly improved the site's appearance, and larger changes are still planned.

d. Personnel Committee

- Did not meet.

e. Ways and Means Committee

- Did not meet before the Board meeting; the committee planned to meet immediately afterward.

f. Legislative Advocacy Committee

- Did not meet.

9. ADJOURNMENT

Burnett moved to adjourn the meeting. Meyer seconded the motion. Ayes: 6. Nays: 0. Motion carried.

The meeting adjourned at 5:48 p.m.

Minutes submitted by Emily Schultz, on behalf of Board Secretary