

Waukee Public Library  
Board of Trustees Minutes  
Tuesday, November 8, 2022  
950 Warrior Lane, Waukee, IA 50263

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1. CALL TO ORDER

President Kaba Kayembe called the meeting to order at 5:34 PM.

Connie Thienes moved to proceed with the meeting; Melissa Marwedel seconded.

2. ROLL CALL

Board of Trustees members in attendance: Kaba Kayembe, Micki Henderson, Connie Thienes, Kayt Gabrielson, Miranda Djukic, Melissa Marwedel

Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Henderson moved to approve the agenda. Djukic seconded. Ayes: 6 Nays: 0. Motion carried.

4. MINUTES FOR APPROVAL

Regular meeting 10/11/2022

Henderson moved to approve the minutes. Marwedel seconded. Ayes: 6 Nays: 0. Motion carried.

5. PUBLIC COMMENTS

None

6. ACTION ITEM – APPROVAL OF BILLS

October bills were for budgeted expenses. No out-of-the ordinary expenditures.

Thienes moved to approve the bills. Djukic seconded. Ayes: 6 Nays: 0. Motion carried.

7. ACTION ITEM – APPROVAL OF FY 23-24 BUDGET REQUEST

The proposed budget for the next fiscal year is 14% higher overall than the current year. The increase is primarily due to:

- Promotion expense. Reduced during the pandemic, library outreach is again ramping up to meet the needs of the community.
- Market conditions increases: Software, insurance, utilities, operating supplies, and books have anticipated year-over-year costs.
- Library patronage increase: An increase in the number of programs offered and a larger turnout for summer reading are included.

A capital outlay of \$200,000 for roof replacement is included in the budget request. The City of Waukee has been made aware of this request.

Henderson moved to approve the FY 23 – 24 Budget Request. Marwedel seconded. Ayes: 6 Nays: 0. Motion carried.

8. REVIEW ITEM – TRUSTEE TRAINING – LIBRARY BUDGET

Larson reviewed a board member training document that described the Board’s responsibility for oversight of library expenditures as well as the Library Director’s responsibilities for budget review and forecasting and submission to the City upon Board of Trustee’s approval. The budget timeline and Capital Improvement Projects budget were also reviewed.

9. REPORTS

a. Budget Report – 67% of the budget remains. This is normal for this point in the fiscal year.

b. Library Directors Report

- Warrior Lane construction is expected to be complete by Thanksgiving.
- A new mobile app will be available next week.
- The Winter Reading program will begin 11/15.
- There were many successful programs in the past month including the LGBTQ+ Pride History program. The library received many positive comments about the program from the community and plans to offer a similar program next year.

c. Personnel Committee – is currently working on the Library Director’s review

d. WPL Friends Foundation Report

- The January 2023 Flower Power sale fundraiser was discussed in further detail. WPLFF plans a mailing in December to announce the program.
- Plans to solicit donations for the outreach van were discussed in further detail.
- WPLFF approved funding requests for a \$6,100 interactive play table as well as \$2,500 for promotional items.

e. Ways and Means Committee – did not meet

10. ADJOURNMENT

Henderson moved to adjourn the meeting. Djukic seconded. Ayes: 6 Nays: 0. Motion carried.

Board adjourned the meeting at 6:14 PM.

**\*\*Minutes submitted by Connie Thienes, Board Secretary\*\***

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President

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Vice President