

Waukee Public Library  
Board of Trustees Minutes  
Tuesday, January 10, 2023  
950 Warrior Lane, Waukee, IA 50263

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1. CALL TO ORDER

President Kaba Kayembe called the meeting to order at 5:39 PM.

Melissa Marwedel moved to proceed with the meeting; seconded by Micki Henderson

2. ROLL CALL

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

Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL

Regular meeting 12/13/2022

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

5. PUBLIC COMMENTS - None

6. ACTION ITEM – APPROVAL OF BILLS

December bills were for budgeted expenses; included a few promotional expense items that will be covered by WPLFF.

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

7. ACTION ITEM – APPROVAL OF BYLAWS 1.2 POLICY

The policy was updated to reflect the current process for notification of Board vacancies (via the Library Director), the annual appointment of committee members (appointed by the Board), and the meeting schedule (also determined by the Board).

Henderson moved to approve the policy; Thienes seconded. Ayes: 6; Nays 0. Motion carried.

8. ACTION ITEM – APPROVAL OF CIRCULATION 3.3 POLICY

The policy was clarified by moving the statement “Failure to return library materials is considered theft under Iowa Code 714.5” to the beginning of the document. Additions to the policy included the limit on the number of Playaway audiobook checkouts and borrower expectations regarding unreturned overdue items. Interlibrary Loan fees were deleted from the policy. Responsibility for lost/damaged fines was updated to clarify responsibility rests entirely with the cardholder.

Marwedel moved to approve the policy; Thienes seconded. Ayes: 6; Nays 0. Motion carried.

9. APPROVAL OF INTERNET ACCESS & TECHNOLOGY USE 3.6 POLICY

No changes recommended for this policy as it had been reviewed and revised in February 2020. Henderson moved to approve the policy; Eichhorn seconded. Ayes 6; Nays 0. Motion carried.

10. ACTION ITEM – APPROVAL OF COLLECTION DEVELOPMENT 7.1 POLICY

No changes recommended for this policy as it had been reviewed and revised in February 2020. Eichhorn moved to approve the policy; Marwedel seconded. Ayes 6; Nays 0. Motion carried.

11. ACTION ITEM – APPROVAL OF PERSONNEL 8.3 POLICY

The Library follows the same personnel policies as the City of Waukee. The policy description was updated to identify the name of the policy document as the Employee Handbook.

Djukic moved to approve the policy; Henderson seconded. Ayes 6; Nays 0. Motion carried.

12. REVIEW ITEM – TRUSTEE TRAINING – This item was delayed until the February meeting.

13. REPORTS

a. Budget Report – 51% of the budget remains. This is very good for this point in the fiscal year.

b. Library Directors Report

- Rachel will return from maternity leave in March.
- One of the library employees is retiring in February. Rachel will fill the position when she returns from maternity leave.
- The Winter Reading program ends on January 31<sup>st</sup>.
- The name of Easy Readers will be changed to Early Readers. Availability of large print materials has been expanded. Both changes were made to extend inclusivity to more members of the community.
- The Library will participate in Waukee Family Fest.
- The Library will participate in the Sensory Spaces program with other local libraries.
- Roof replacement will occur this spring.

c. Personnel Committee – met immediately after the Board meeting to deliver the Library Director's review.

d. WPL Friends Foundation Report

- Although they did not meet in January (as is their custom), WPLFF has shared a link to the Flower Power fundraiser program and is promoting it via social media.

e. Ways and Means Committee – met immediately after the December Board meeting to review the policy changes presented to the Board at this meeting.

14. ADJOURNMENT

Eichhorn moved to adjourn the meeting. Marwedel seconded. Ayes: 6 Nays: 0. Motion carried.

Board adjourned the meeting at 6:00 PM.

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

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President

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Vice President