

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

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1. CALL TO ORDER

President Micki Henderson called the meeting to order at 5:33 PM.

2. ROLL CALL –

Board of Trustees members in attendance: Micki Henderson, Connie Thienes, Melissa Marwedel, Miranda Djukic, Anna Eichhorn, Anna Phelps, and David Meyer. Liaisons in attendance: Kristine Larson, Library Director

3. APPROVAL OF AGENDA

Djukic moved to approve the agenda. Marwedel seconded. Ayes: 7 Nays: 0. Motion carried.

4. MINUTES FOR APPROVAL - Regular meeting 09/12/2023

Marwedel moved to approve the minutes. Phelps seconded. Ayes: 7 Nays: 0. Motion carried.

5. PUBLIC COMMENTS – None

6. ACTION ITEM – APPROVAL OF BILLS

September expenses totaled \$23,236.28 and were primarily for budgeted expenses with the exception of partition wall repair which totaled \$1,982.42. The company that manufactured the partition wall is no longer in business which accounted for the higher repair cost.

Aside from the partition wall expense, the three largest expenditures were:

- \$5,363.34 for Books, Audiobooks, and DVDs
- \$3,622.89 for Cleaning/Carpet Cleaning
- \$2,517.14 for Patron Online Resources – Annual Subscription

Thienes moved to approve the bills. Djukic seconded. Ayes: 7 Nays: 0. Motion carried.

7. ACTION ITEM – APPROVAL OF 2024 HOLIDAYS

Larson presented the list of proposed holidays. The City of Waukee observes 10 holidays; the Library is also closed on those dates. The Library observes 6 additional holidays that fall on Sundays when the Library would normally be open (Easter, Mother's Day, etc.) and closes early on the day before Thanksgiving as well as New Year's Eve. After discussing activities associated with the "A Night Under the Lights" event scheduled the day before Thanksgiving in Centennial Park/Warrior Lane, the Board recommended the Library close at 3:00 pm to allow staff to leave prior to potential heavy traffic on Warrior Lane. The remainder of the holiday schedule was approved as presented.

Eichhorn moved to approve the 2024 Holiday Closings. Djukic seconded. Ayes: 7 Nays: 0  
Motion carried.

## AMENDMENT 10/12/2023

The Board voted via email to change the November 22, 2023 hours to close at 3:00 pm.

Eichhorn moved to approve this change. Thienes seconded. Ayes: 6 Nays: 0 Motion carried.

### 8. ACTION ITEM – APPROVAL OF STATE ANNUAL LIBRARY SURVEY

Larson reviewed her survey responses with the Board. Waukee Public Library statistics improved in most categories over prior years. The only exceptions were reduction in online programs as the Library transitioned back to mostly in-person programming post-pandemic. Henderson will sign off on the survey and Larson will submit it to the State in October.

Phelps moved to approve the State Annual Library Survey. Thienes seconded. Ayes: 7 Nays: 0 Motion carried.

### 9. ACTION ITEM – APPROVAL OF FY25 BUDGET REQUEST

Larson presented her FY2025 Budget Request which reflects a 15% increase over the prior year. The increase is in line with prior year increases. The top 3 factors behind the budget increase are:

- Additions and increased cost of software (\$10,000)
- Increased materials costs (\$10,000)
- Increased number of programs/Summer Reading and increased attendance (\$8,000)

Phelps moved to approve the FY25 Budget Request. Thienes seconded. Ayes: 7 Nays: 0 Motion carried.

### 10. REPORTS

a. Budget Report – 78% of the current fiscal year’s budget remains. This is as expected at this point in the year.

#### b. Director’s Report

- Larson recently attended state training in Bondurant.
- An in-person LGBTQ+ History Month program is scheduled for Saturday, October 14<sup>th</sup>. Waukee police have been notified as there was a protest at a similar program last year.
- Larson had several dead trees removed from the back of the Library property at a cost of \$4,800.
- Full-time Library staff is now being scheduled to help out at the front desk as filling these positions has been challenging.

c. Personnel Committee – this Committee will meet immediately following the Board meeting

#### d. WPL Friends Foundation Report

The Foundation approved two new board members. Another potential member attended their first meeting. A committee is working on an October mailing to donors and top active Library patrons. The subscription to DonorPerfect will be renewed.

e. Ways and Means Committee – did not meet

## 11. DISCUSSION ITEM – PATRON EMAIL – LIBRARY CARD POLICY CONCERN

A patron emailed the Board to express a concern regarding the Library Card Policy. When visiting the Library, the patron asked to renew her 15-year-old daughter’s library card. The patron reported the Library staff member told her because her daughter was over age 14, she now had an “adult card” and her daughter must do the renewal herself. The patron also reported that the Library staff member told her this policy was to protect the privacy of the child. The patron expressed concern about this policy and asked the Board to increase the age at which individuals can have an “adult card.”

The Board reviewed the Library Card Policy. The current policy does not distinguish between an “adult card” versus a “minor card” but rather indicates that patrons aged 14 and over are responsible for their own library cards and bear responsibility for the items checked out of the Library. This age of responsibility is consistent with that of other libraries in the suburbs of the Des Moines metro. For patrons under age 14, a parent or guardian is responsible for the items checked out by the minor, as though the parent had checked them out themselves.

The Board agreed to take the following steps to respond to the patron’s concern:

- Larson will review the policy to determine if the wording should be changed to clarify its intent, which is to indicate who is allowed to have a library card and who is responsible for the care and return of materials checked out of the Library. Any revisions to the policy will be reviewed by the Board at a subsequent meeting.
- Training of Library staff will be updated to include these clarifications.
- Because the patron’s communication was addressed directly to Board members, Henderson will respond to the patron’s concerns and clarify the intent of the Library policy

## 12. ADJOURNMENT

Board adjourned the meeting at 6:24 PM.

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

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President

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Vice President