

**Waukee Public Library**  
**Board of Trustees Minutes**  
**Tuesday, December 12, 2023**  
**950 Warrior Lane, Waukee, IA 50263**

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1. CALL TO ORDER

President Micki Henderson called the meeting to order at 5:30 PM.

2. ROLL CALL –

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

3. APPROVAL OF AGENDA

Phelps moved to approve the agenda. Thienes seconded. Ayes: 7 Nays: 0. Motion carried.

4. MINUTES FOR APPROVAL

**October 2023** minutes:

Meyer moved to approve the minutes. Djukic seconded. Ayes: 7 Nays: 0. Motion carried.

**November 2023** minutes:

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

5. PUBLIC COMMENTS – None

6. ACTION ITEM – APPROVAL OF BILLS

November expenses totaled \$26,086.87 and were primarily for budgeted expenses. The top 3 expenditures were as follows:

- \$5,285 for website subscription
- \$4,972 for EBSCO (online research resource)
- \$2,087 for printing (The Notice, business cards, and Libby cards)

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

7. REPORTS

a. Budget Report – 58% of the budget remains half-way through the fiscal year.

b. Director's Report

- Window tint will be installed on the north side of the building next Monday and Tuesday at a cost of approximately \$6,000.
- Larsen attended a budget meeting for the City of Waukee. The City budget will be \$2 million short resulting from the property tax rollback. This will impact the Library budget.

- Larsen is working on grants for the Outreach Van.
  - The City of Waukee has hired a new Facilities Manager.
  - The Library is working on shifting collections (changing the environment for some formats – DVDs, Audiobooks, Magazines) reflecting patron usage and collection space needs. New signage is on order.
  - Larsen is gathering quotes to reconfigure the staff area to improve the work environment.
  - Larsen will be out of the office December 22<sup>nd</sup> through January 2<sup>nd</sup>.
- c. Personnel Committee – Met with Larson after the Board meeting to discuss her performance evaluation.
- d. WPL Friends Foundation Report
- Is working on the Flower Power fundraiser which will launch in Spring 2024.
  - Next meeting is February 6, 2024.
- e. Ways and Means Committee – did not meet

#### 8. ADJOURNMENT

Djukic moved to adjourn the meeting. Eichhorn seconded. Ayes: 7 Nays: 0. Motion carried.  
Board adjourned the meeting at 5:46 PM.

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

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President

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Vice President