

Waukee Public Library
Board of Trustees Minutes
Tuesday, October 8, 2024
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

Melissa Marwedel called the meeting to order at 5:33 p.m.

2. ROLL CALL

The following Board of Trustees members in attendance: Melissa Marwedel, David Meyer, Darcy Burnett, Lela Scott, and Emily Schultz joined remotely.

Liaisons in Attendance:

Kristine Larson – Library Director

Other? _____

3. APPROVAL OF AGENDA

Burnett moved to approve the agenda. Meyer seconded the motion. Ayes: 5 Nays: 0
Motion carried.

4. MINUTES FOR APPROVAL

a. Meeting 08-13-2024

Meyer moved to approve the minutes. Burnett seconded the motion. Ayes: 5 Nays: 0
Motion carried.

5. PUBLIC COMMENTS

a. No public comment

6. ACTION ITEM – APPROVAL OF INVOICES

a. Lots of program supplies

b. Sometimes, things show up twice, how the billing cycles flow

c. Nothing out of the ordinary

d. Fire panel design – The library needs a whole new fire system – need to rewire all fire alarms due to updated codes. That was the amount it cost to design.

The whole project is \$33,000. No time restraints

Burnett moved to approve invoices. Scott seconded the motion. Ayes: 5 Nays: 0
Motion carried.

7. ACTION ITEM – APPROVAL OF CHILDREN’S LIBRARIAN INTERN JOB DESCRIPTION

- a. Almost the same as the children's librarian position. She will be out for maternity leave in February
- b. With all the uncertainty that comes with someone being out, it would be great to be prepared
- c. Will post on Iowa Library Jobs and maybe UofI

Burnett moved to approve library holidays. Marwedel seconded the motion. Ayes: 5
Nays: 0 Motion carried.

8. ACTION ITEM – APPROVAL FY24 STATE LIBRARY ANNUAL SURVEY

- a. The state requires the library to complete the survey each year and qualifies the library for funding from the state.
- b. How many staff, circulation, how much was spent on books, etc.
- c. Everything went up – served and costs

Marwedel moved to approve library holidays. Burnett seconded the motion. Ayes: 5
Nays: 0 Motion carried.

9. REPORTS

a. Budget Report

- a. Being without FTE for marketing and adult librarian for a couple of months will assist with intern
- b. Selected the color of the wall – hoping it is done before the end of the year

b. Director's Report

- a. Adult services position is open – worked here for seven years – took a position outside of the library sector – position is posted
- b. Working on the van wrapping now – the van is in use now without the wrap
- c. Selling the library bike due to having the van. No longer have the need for it.
- d. Attended a meeting around AI
- e. Working on winter reading program now – will start in November
- f. The Pride program is on Saturday. Senior tech classes are well attended. The ESL program will resume twice a week in the spring.
- g. Staff training going on

c. Personnel Committee

- a. Did not meet

d. WPL Friends Foundation Report

- a. Put together the fundraising letter – some have already gotten them. Already gotten some envelopes back

- b. November 5th is the next meeting.
- c. Transition happening
- e. Ways and Means Committee
 - a. Did not meet
- f. Legislative Update
 - a. Did not meet

10. ADJOURNMENT

Burnett moved to adjourn the meeting. Schultz seconded the motion. Ayes: 5
Nays:0 Motion carried.

The board adjourned the meeting at 5:50 PM.

****Minutes submitted by Lela Scott, Board Secretary****