

Waukee Public Library  
Board of Trustees Minutes  
Tuesday, December 10, 2024  
950 Warrior Lane, Waukee, IA 50263

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**1. CALL TO ORDER**

Micki Henderson called the meeting to order at 5:29 p.m.

**2. ROLL CALL**

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

**Not in Attendance:** None

**Liaisons in Attendance:**

Kristine Larson – Library Director

Other? \_\_\_\_\_

**3. APPROVAL OF AGENDA**

Burnett moved to approve the agenda. Meyer seconded the motion. Ayes: 6 Nays: 0 Motion carried.

**4. MINUTES FOR APPROVAL**

a. Meeting 11-12-2024

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

**5. PUBLIC COMMENTS**

a. No public comment

**6. ACTION ITEM – APPROVAL OF INVOICES**

a. Typical month besides repairing the interior entrance door. The hydraulics failed.

b. Van wrap is listed on expenses, but the library does have the check from WPL, and it will show on the next statements.

Shultz moved to approve invoices. Burnett seconded the motion. Ayes: 6 Nays: 0 Motion carried.

**7. REPORTS**

**a. Budget Report**

a. Right at almost 50% of budget. On target.

**b. Director's Report**

a. Van in the parking lot – getting used daily – two people needed vans.

b. Working through the Tix Keeper issue that supported the Adventure Pass program.

i. Cost is the issue when finding a new vendor.

ii. \$2,000 a year for the passes and the software is what was being paid before.

iii. The partition wall was replaced yesterday.

- iv. Fire panel will be replaced this fiscal year.
- v. Working on getting the sinks in the public restrooms replaced.
- vi. Director Larson interviewed someone yesterday for the technical services manager and have an offer to them.
- vii. Meeting with Dallas County supervisors next Tuesday for the budget.
- viii. Adult Librarian started last week.
- ix. Will be out of the office for the last two weeks of the month.

**c. Personnel Committee**

- a. Did not meet

**d. WPL Friends Foundation Report**

- a. Meet again on February 4, 2025
- b. \$6500 from the mailing in October
- c. Short meeting due to it being Dale's last meeting

**e. Ways and Means Committee**

- a. Did not meet

**f. Legislative Update**

- a. Did not meet

**8. ADJOURNMENT**

Shultz moved to adjourn the meeting. Burnette seconded the motion. Ayes: 7 Nays:0 Motion carried.

The board adjourned the meeting at 5:47 PM.

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

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**WPL Board President**

**Date**

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**WPL Board Vice President**

**Date**