

****PUBLIC NOTICE****
WAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES
6:30 P.M., Tuesday, October 9, 2018
950 Warrior Lane – Waukee, IA 50263

AGENDA

In compliance with Iowa Code § 21.3, you may view the agenda and all related documents at the Public Library or by request of public information from the Waukee City Clerk (515) 978-7904.

RULES OF DECORUM

Persons addressing the Library Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff, or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the conduct of any Library Board meeting and prevents the Board from carrying out its public business. At the discretion of the Board President, or by majority vote of the Board, the Board may order removed from the Board meeting place any person who fails to observe the rules of decorum.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. MINUTES FOR APPROVAL
 - a. Meeting 09-11-2018
5. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION
In accordance with Board policy a total of fifteen (15) minutes may be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comments portion of the meeting shall be referred by the Board President to the staff or Board committee for appropriate action or report back thereon to the Board.
6. ACTION ITEM – APPROVAL OF BILLS
7. ACTION ITEM – APPROVAL OF DIRECTOR VACATION
8. ACTION ITEM – APPROVAL OF SENIOR LIBRARIAN JOB DESCRIPTION
9. ACTION ITEM – APPROVAL OF PATRON SERVICES JOB DESCRIPTION
10. ACTION ITEM – APPROVAL OF LIBRARY CARD POLICY REVISION
11. ACTION ITEM – APPROVAL OF LIBRARY CONDUCT POLICY REVISION
12. ACTION ITEM – APPROVAL OF MEETING ROOM POLICY REVISION
13. ACTION ITEM – APPROVAL OF BULLETIN BOARD & BROCHURE RACK POLICY REVISION
14. ACTION ITEM – APPROVAL OF EXHIBITS & DISPLAY POLICY REVISION
15. ACTION ITEM – APPROVAL OF 2019 HOLIDAYS
16. REPORTS
 - a. Budget Report
 - b. Library Director’s Report
 - c. Personnel Committee
 - d. WPL Friends Foundation Report
 - e. Ways and Means Committee
 - f. Strategic Plan Update

17. ADJOURNMENT

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING WILL OCCUR November 13, 2018.

*Pursuant to §21.4(2) of the Code of Iowa (2017), the City has the right to amend this agenda up until 24 hours before the posted meeting time.

**Pursuant to §21.2, the term “meeting” is defined as “a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is discussion of policy and/or deliberation or action upon any matter within the scope of the governmental body’s policy-making duties.” This is not a planned regular or special meeting of the Waukee City Council. It is, however, a meeting where three or more council members may be present and where policy may be discussed. If such a meeting shall take place, “the nature of the good cause justifying the departure from the normal requirements (of 24-hour notice by posting) shall be stated in the minutes.”

“The City of Waukee is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required, please contact the Waukee Public Library at least 48 hours in advance at 978-7944 or email klarson2@waukee.org to have reasonable accommodations provided.”