

**Waukee Public Library
Board of Trustees Minutes
Tuesday, October 9, 2018
950 Warrior Lane, Waukee, IA 50263**

1. CALL TO ORDER

Vice President Jared Starkweather called the meeting to order at 6:32 p.m.

2. ROLL CALL

Board of Trustees in attendance: Jared Starkweather, Kayt Gabrielson, Kaba Kayembe, Kelli Huerter, and Connie Thienes

Liaisons in attendance: Kristine Larson

Board of Trustees not in attendance: Megan Stoullil, and Miranda Varner

3. APPROVAL OF AGENDA

Gabrielson moved to approve the agenda. Kayembe seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

4. MINUTES FOR APPROVAL

a. Regular Meeting 09-11-18

Kayembe motioned to approve the minutes. Thienes seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

5. PUBLIC COMMENTS

None

6. ACTION ITEM – APPROVAL OF BILLS AS ATTACHED

Larson presented the bills. Thienes motioned to approve the minutes. Huerter seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

7. ACTION ITEM – APPROVAL OF DIRECTOR VACATION

Kayembe motioned to approve. Huerter seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

8. ACTION ITEM – APPROVAL OF SENIOR LIBRARIAN JOB DESCRIPTION Gabrielson motioned to approve. Thienes seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

9. ACTION ITEM – APPROVAL OF PATRON SERVICES JOB DESCRIPTION Gabrielson motioned to approve. Huerter seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

0. ACTION ITEM – APPROVAL OF LIBRARY CARD POLICY REVISION Thienes motioned to approve. Kayembe seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

1. ACTION ITEM – APPROVAL OF LIBRARY CONDUCT POLICY REVISION

Gabrielson motioned to approve. Huerter seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

12. ACTION ITEM – APPROVAL OF MEETING ROOM POLICY REVISION

Kayembe motioned to approve. Thienes seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

13. ACTION ITEM – APPROVAL OF BULLETIN BOARD & BROCHURE RACK POLCY REVISION

Gabrielson motioned to approve. Huerter seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

14. ACTION ITEM – APPROVAL OF EXHIBITS & DISPLAY POLICY REVISION

Thienes motioned to approve. Kayembe seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

15. ACTION ITEM – APPROVAL OF 2019 HOLIDAYS

Kayembe motioned to approve. Huerter seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

16. REPORTS

- a. Budget Report: Larson presented the Director's report.
- b. Library Director's Report: Larson presented the Director's report. Circulation up 21% over last year. HVAC improvements project underway, hope to install around April 2019. Renovations and painting walls continuing.
- c. Personnel Committee: Nothing to report.
- d. WPL Friends Foundation Report: Next event November 14; Knotty Nail at the Community Center. November 19th book sale.
- e. Ways and Means Committee: Nothing to report.
- f. Strategic Plan Update: Shuler mine series very successful, 82 in attendance. More bizarre history upcoming. Baby Garden has been very popular so far.

17. ADJOURNMENT

Thienes motioned to adjourn the meeting. Kayembe seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

Board Vice President Jared Starkweather adjourned the meeting at 7:18 p.m.

**Minutes submitted by Kayt Gabrielson, Secretary

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING WILL OCCUR TUESDAY, NOVEMBER 13, 2018 AT 6:30 P.M.