

**Waukee Public Library
Board of Trustees Minutes
Tuesday, August 13, 2019
950 Warrior Lane, Waukee, IA 50263**

1. CALL TO ORDER

Board Vice-President Kaba Kayembe called the meeting to order at 6:31 p.m.

2. ROLL CALL

Board of Trustees in attendance: Kaba Kayembe, Emily Shultz, Kayt Gabrielson, Miranda Djukic, Connie Thienes, and Kaba Kayembe.

Trustees not in attendance: Jared Starkweather, Kelli Huerter

Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Gabrielson moved to approve the agenda. Thienes seconded. Ayes: 5. Nays: 0. Motion carried 5-0.

4. MINUTES FOR APPROVAL

a. Regular Meeting 07-07-19

Djuukic moved to approve the agenda. Thienes seconded. Ayes: 5. Nays: 0 . Motion carried 5-0.

5. PUBLIC COMMENTS

None

6. ACTION ITEM – APPROVAL OF BILLS AS ATTACHED

Larson presented the bills.

Gabrielson motioned to approve the bills. Shultz seconded. Ayes: 5 . Nays: 0 . Motion carried 5-0.

7. ACTION ITEM – APPROVAL OF LIBRARY CLOSURE DURING FLOORING

REFINISHING MONDAY,

SEPTEMBER 9TH THROUGH THURSDAY, SEPTEMBER 12TH

Thienes motioned to approve Library closure September 9th - September 12th, 2019.

Djukic seconded. Ayes: 5 . Nays: 0 . Motion carried 5-0.

8. ACTION ITEM – APPROVAL OF CHILDREN’S PROGRAMMING OUTREACH

SPECIALIST JOB

DESCRIPTION

Gabrielson motioned to approve Children’s Programming Outreach Specialist job.

Kayembe seconded. Ayes: 5. Nays: 0 . Motion carried x-0.

9. REPORTS

- a. Budget Report: Larson presented the Budget Report. Credit from Baker Group from older fan that we no longer needed for new HVAC.
- b. Library Director's Report: Summer reading was 1200 more YOY; passed 3,000. Gave out 4,000 books before the end of the reading. Urbandale and Grimes were down. \$2k donation specifically for summer reading program; covered costs of new books. Starting to source sponsorship for next year; Fantasies, Myths, & Legends is the new theme for 2020 summer reading. Adventure Pass went live this week. Insulation around the HVAC around the outside, should be completed in the next few weeks. Security gates and planters are gone, flooring and painting to be done soon to wrap up renovation.
- c. Personnel Committee: Did not meet.
- d. WPL Friends Foundation Report: Met last week; ask for patron computers (\$6K) - should get in September. Book sale is in October. November is a fundraiser at Glazed Expressions. Will be taking over egg hunt starting in 2021. Teen programming will then be funded through city budget and book sale will be one time a year rather than two.
- e. Ways and Means Committee: Did not meet.
- f. Strategic Plan Update: Adult programs are going well; Better Homes & Garden, Garden tour, local history series start Sept 8th starting with Iowa Ballrooms. Diana retired and position will be replaced with Eliza, who starts next week.

10. ADJOURNMENT

Gabrielson motioned to adjourn the meeting. Thienes seconded. Ayes: 5. Nays: 0
Motion carried 5-0.

Board adjourned the meeting at 7:09 p.m.

**Minutes submitted by Kayt Gabrielson, Secretary

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING
WILL OCCUR SEPTEMBER 10, 2019.