

**Waukee Public Library  
Board of Trustees Minutes  
Tuesday, November 12, 2019  
950 Warrior Lane, Waukee, IA 50263**

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**1. CALL TO ORDER**

Board President Jared Starkweather called the meeting to order at 6:30 p.m.

**2. ROLL CALL**

Board of Trustees in attendance: Kayt Gabrielson, Emily Shultz, Miranda Djukic, Kayt Gabrielson, Kaba Kayember, and Jared Starkweather

Trustees not in attendance: Connie Thiennes

Liaisons in attendance: Kristine Larson

**3. APPROVAL OF AGENDA**

Shultz moved to approve the agenda. Huerter seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

**4. MINUTES FOR APPROVAL**

**a. Regular Meeting 09-10-19**

Schultz moved to approve the agenda. Gabrielson 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.

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

**7. ACTION ITEM – APPROVAL OF MEETING ROOM POLICY**

Larson presented the meeting room policy change. Seating changed from 8 to 12.

Djukic motioned to approve the bills. Shultz seconded. Ayes: 6. Nays: 0 . Motion carried 6-0.

**8. REPORTS**

a. Budget Report: Building maintenance budget has been tracking much better than the last few years. Staff computers have been purchased

b. Library Director's Report: Lots of programs through end of the year. Winter reading program starts next week and goes through end of January. Projected to be up; similar to the summer reading. Cleaning contract quotes in process - planning to increase the number of cleaning as usage and visitors are up - moving bathroom cleaning to every day. Eagle Scouts finished project, butterfly houses are now in garden. \$100k donation should be in at the end of December and will be put toward endowment fund and used

toward new building. Really great response from Legacy Pointe residents enrolled in program to connect with library from delivering and picking up books now twice a month. Hired the Public Services and Children's Outreach employee. 500+ responses to the library survey so far; will report on it next month.

c. Personnel Committee: Annual performance evaluation conducted 11/12

d. WPL Friends Foundation Report: Book sale raised \$1600. Glazed Expressions event raised \$150. Looking for more fundraising ideas. Requested \$650 for Adult tea party. Looking for sponsors for summer reading program. Planned Giving Letter going out to about 2k households around the holidays.

e. Ways and Means Committee: Did not meet.

f. Strategic Plan Update: Programs are going well, added an additional storytime because attendance is so high and people had been turned away. Conversational English is going really well and still adding more STEM programming for next year. Working on next strategic plan.

## 9. ADJOURNMENT

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

Board adjourned the meeting at 7:06 p.m.

\*\*Minutes submitted by Kayt Gabrielson, Secretary

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President

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Vice President

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