

**Waukee Public Library
Board of Trustees Minutes
Tuesday, December 10, 2019
950 Warrior Lane, Waukee, IA 50263**

1. CALL TO ORDER

Board President Jared Starkweather called the meeting to order at 6:31 p.m.

2. ROLL CALL

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

Trustees not in attendance: Miranda Djukic

Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Schultz moved to approve the agenda. Thienes seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

4. MINUTES FOR APPROVAL

a. Regular Meeting 11-12-19

Huerter moved to approve the agenda with name spelling changes and addition of Huerter to being in attendance. Schultz 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.

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

7. ACTION ITEM – APPROVAL OF FY20-21 LIBRARY BUDGET

Larson presented 2020-21 & 2021-22 anticipated budget requests to the city.

Schultz moved to approve the budget. Schultz seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

8. ACTION ITEM – APPROVAL OF FY19 ANNUAL REPORT

Larson presented the FY19 Annual Report.

Gabrielson moved to approve the annual report. Huerter seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

9. REVIEW ITEM – GENERAL LIBRARY SURVEY RESULTS

Larson presented the general survey

10. REPORTS

- a. Budget Report: Tracking on budget.
- b. Library Director's Report: Winter programs going well; Holiday Craft Lab went well and Christmas Tea for Adults is sold out. December is food for fines. Green State Credit Union is sponsoring summer reading for \$10k. Parking lot project anticipated to start in summer. HVAC project officially completed. Update to patron system allowing for automatic renewals; will automatically renew when a resource is checked out for 2 times, and now has check out history by patron by an opt-in.
- c. Personnel Committee: Did not meet.
- d. WPL Friends Foundation Report: Community awareness volunteer search to help engage with the community to educate about the foundation. Hy-Vee Giving Bag program; Foundation receives \$1 donation from the bags. Giving Tree out in the book nook. Requested \$250 for history program.
- e. Ways and Means Committee: Did not meet.

11. ADJOURNMENT

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

Board adjourned the meeting at 7:33 p.m.

**Minutes submitted by Kayt Gabrielson, Secretary

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING
WILL OCCUR JANUARY 14, 2019.