

**Waukee Public Library
Board of Trustees Minutes
Tuesday, February 11, 2020
950 Warrior Lane, Waukee, IA 50263**

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: Connie Thienes, Miranda Djukic, Kelli Huerter and Jared Starkweather

Trustees not in attendance: Kaba Kayembe, Kayt Gabrielson, Emily Schultz

Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Djukic moved to approve the agenda. Thienes seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

4. MINUTES FOR APPROVAL

a. Regular Meeting 1-14-20

Huerter moved to approve the agenda. Thienes seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

5. PUBLIC COMMENTS

None

6. ACTION ITEM – APPROVAL OF BILLS AS ATTACHED

Larson presented the bills.

Huerter motioned to approve the bills. Starkweather seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

7. ACTION ITEM – APPROVAL OF LIBRARY STRATEGIC PLAN 2020-2025

Larson presented the strategic plan.

Thienes motioned to approve the bills. Djukic seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

8. ACTION ITEM – APPROVAL OF ADA CHECKLIST FOR EXISTING FACILITIES

Larson presented the policy.

Huerter motioned to approve the bills. Djukic seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

9. ACTION ITEM – APPROVAL OF PERSONNEL POLICY

Larson presented the policy.

Thienes motioned to approve the bills. Huerter seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

10. ACTION ITEM – APPROVAL OF INTERNET ACCESS AND TECHNOLOGY USE POLICY

Larson presented the policy.

Djukic motioned to approve the bills. Thienes seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

11. ACTION ITEM – APPROVAL OF COLLECTION DEVELOPMENT POLICY

Larson presented the policy.

Djukic motioned to approve the bills. Huerter seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

12. ACTION ITEM – APPROVAL OF ELIMINATION OF COLLECTION MAINTENANCE POLICY

Larson presented the policy.

Djukic motioned to approve the bills. Huerter seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

13. ACTION ITEM – APPROVAL OF BILL OF RIGHTS POLICY

Larson presented the policy.

Thienes motioned to approve the bills. Djukic seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

14. ACTION ITEM – APPROVAL OF LIBRARY CARDS POLICY

Larson presented the policy.

Huerter motioned to approve the bills. Thienes seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

15. ACTION ITEM – APPROVAL OF APPROVAL OF CIRCULATION POLICY

Larson presented the policy.

Thienes motioned to approve the bills. Djukic seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

16. ACTION ITEM – APPROVAL OF LIBRARY CONDUCT POLICY

Larson presented the policy.

Huerter motioned to approve the bills. Djukic seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

17. ACTION ITEM – APPROVAL OF REQUEST FOR RECONSIDERATION POLICY

Larson presented the policy.

Djukic motioned to approve the bills. Huerter seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

18. ACTION ITEM – RECONSIDERATION REQUEST

Larson presented committee's recommendation for 'Burn' by James Patterson citizen request. The committee decided to leave book as is because a very popular author, book

#7 of series so would have to remove whole series, book discloses content, no other national challenges found in last 6 years.

Djukic motioned to approve committee's decision. Thienes seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

19. REPORTS

a. Budget Report: Looking good for the year, under budget in building maintenance which is great, at 35% remaining on budget.

b. Library Director's Report: Local history programs started, last sensory space program is growing in popularity, lots of City events to attend recently, a new shelving employee was hired, interviews have started for public service position and senior librarian position, adding another steam cabinet in lobby and working with Ankeny garbage company to now have garbage collected 2x per week. Larson presented library parking lot construction plan in phases which will tentatively start April/May and end Oct/Nov (project still being bid) but hoping for minimal parking lot issues around busy summer reading program time.

c. Personnel Committee: Did not meet.

d. WPL Friends Foundation Report: Met and discussed April 17/18 book sale as their next fundraising event.

e. Ways and Means Committee: Met and reviewed policies presented during meeting.

11. ADJOURNMENT

Huerter motioned to adjourn the meeting. Djukic seconded. Ayes: 4. Nays: 0. Motion carried 4-0.

Board adjourned the meeting at 7:35 p.m.

**Minutes submitted by Kelli Huerter, Treasurer

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING
WILL OCCUR MARCH 10, 2020.