

****PUBLIC NOTICE****

WAUKEE PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

6:30 P.M., Tuesday, May 12, 2020

950 Warrior Lane – Waukee, IA 50263

***Due to public health concerns and guidance, in accordance with Iowa Code Sections 21.4(1)(b) and 21.8, this meeting of the Waukee Public Library Board of Trustees will be conducted electronically as holding the meeting in person is impossible or impractical. However, the public is encouraged to access the meeting electronically in the manner specified below.**

MINUTES

1. CALL TO ORDER

President Jared Starkweather called the meeting to order at 6:36 p.m.

2. ROLL CALL

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

Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Gabrielson moved to approve the agenda. Huerter seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

4. MINUTES FOR APPROVAL

a. Regular Meeting 03-10-2020

Thienes moved to approve the minutes. Schultz seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

5. PUBLIC COMMENTS

None

6. ACTION ITEM – APPROVAL OF BILLS AS ATTACHED

Larson presented the bills.

Huerter motioned to approve the March bills. Schultz seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

Kayembe motioned to approve the April bills. Thienes seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

7. ACTION ITEM – DISCUSSION OF LIBRARY REOPENING PLAN

Larson presented plan of reopening which includes the immediate implementation of curbside opening June 1, summer reading kicking off virtually, installation of acrylic at front desk, and no more than 10 associates/staff in the building at one time. Staff is practicing social distancing and wearing masks. Plan also includes the potential future implementation of computers by appointment and usage of an app. Board decided that no vote was necessary at this time, but a constant open discussion as things change.

8. ACTION ITEM ****ADDED**** SUSPENSION OF LATE FEES

Board discussed late fees and impact on patrons with closure. Schultz motioned to suspend late fees indefinitely. Kayembe seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

9. REPORTS

- a. Budget Report: Tracking on budget, 2 months left in budget year.
- b. Library Director's Report: Online summer reading via Zoom, staffing is good and ready for programming online, Senior Librarian position on hold. Parking lot project to start in late May. Accepting book returns; place books on cart for 72 hours before back into circulation.
- c. Personnel Committee: Did not meet.
- d. WPL Friends Foundation Report: Did not meet.
- e. Ways and Means Committee: Did not meet.

10. ADJOURNMENT

Gabrielson motioned to adjourn the meeting. Thienes seconded. Ayes: 7. Nays: 0. Motion carried 7-0. Board adjourned the meeting at 7:35 p.m.

****Minutes submitted by Kayt Gabrielson, Secretary**

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING WILL OCCUR JUNE 9, 2020.