

**\*\*PUBLIC NOTICE\*\***

**WAUKEE PUBLIC LIBRARY**

**BOARD OF TRUSTEES MINUTES**

**6:30 P.M., Tuesday, October 13, 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.**

The meeting shall be conducted via Zoom at the following link or phone numbers:

Meeting <https://waukee.zoom.us/j/93876824295?pwd=eUJNdEY0TTF1N1BYRkI2a254WHNaZz09>

MeetingID: 938 7682 4295

Passcode: 758186

All persons wishing to observe or participate in this meeting may do so via Zoom or telephone. Please contact the Library Director at 978-7931 or [klarson2@waukee.org](mailto:klarson2@waukee.org) if you have questions or electronic accessibility issues

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**MINUTES**

**1. CALL TO ORDER**

President Jared Starkweather called the meeting to order at 6:35 p.m.

**2. ROLL CALL**

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

Liaisons in attendance: Kristine Larson

**3. APPROVAL OF AGENDA**

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

**4. MINUTES FOR APPROVAL**

a. Regular Meeting 09-08-2020

Kayembe 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.

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

7. ACTION ITEM – APPROVAL OF LIBRARY REOPENING

Larson presented plan to reopen library on or around October 28, dependent on construction and pending any other issues that may arise. Plan includes signage, safety, and limited capacity.

Thienes motioned to approve the reopening plan dependent on items mentioned above, on or around October 28, 2020. Djukic seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

8. ACTION ITEM – APPROVAL OF HOLIDAY REVISIONS FOR 2020

Schultz motioned to approve the revisions of holiday hours for 2020. Gabrielson seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

9. ACTION ITEM – APPROVAL OF HOLIDAYS FOR 2021

Gabrielson motioned to approve the holiday hours for 2021. Thienes seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

10. REPORTS

a. Budget Report: Budget on track, new expenses for cleaners, safety, etc due to COVID. Building maintenance issues are under budget.,staffing under budget.

b. Library Director's Report: Parking lot continuing, curbside increasing month over month, winter reading starts November 15. New app in testing and mobile checkout will work from phone - adding a contactless way to check out. Live chat available on website to talk directly to a librarian. New procedures, training continuing for staff. New computers and print station being put together. New positions filled as nothing was hired for since March.

c. Personnel Committee: Did not meet.

d. WPL Friends Foundation Report: Did not meet.

e. Ways and Means Committee: Did not meet.

f. COVID update: Updates included in potential reopen. In-person programs still on hold.

11. ADJOURNMENT

Henderson motioned to adjourn the meeting. Schultz seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

Board adjourned the meeting at 7:23 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 NOVEMBER 10, 2020.**