

****PUBLIC NOTICE****

WAUKEE PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

6:30 P.M., Tuesday, November 10, 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 if you have questions or electronic accessibility issues

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, Michelle Henderson, Miranda Djukic and Jared Starkweather

Liasons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL

a. Regular Meeting 10-13-2020

Schultz moved to approve the minutes. Kayembe 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.

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

7. ACTION ITEM – APPROVAL OF HOLIDAY REVISIONS FOR 2021

Revision includes city observed Christmas holiday

Thienes motioned to approve the holiday revision for 2020. Djukic seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

8. ACTION ITEM – APPROVAL OF LIBRARY BUDGET REQUEST FY21-22

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

9. ACTION ITEM – APPROVAL OF STATE ANNUAL SURVEY FY19-20

Gabrielson motioned to approve the annual survey. Henderson seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

10. REPORTS

a. Budget Report: Budget is on track. Computers are now in.

b. Library Director's Report: Re-opened on Thursday, so far rules are being followed, positive responses to being back in the building. Patrons are in and out quickly; steady flow, but no one has had to wait at this point. Public Service Assistance positions have offers out. Position posted for Senior Librarian. Staff training being completed on new computers. Help Now, a live tutoring resource is rolling out through the library this month. Trees are being put in this week, sidewalk being completed this week and construction will wrap up until spring.

c. Personnel Committee: Completed Kristine's annual evaluation.

d. WPL Friends Foundation Report: Did not meet.

e. Ways and Means Committee: Did not meet.

f. COVID update: Some libraries in metro are starting to shut back down. Keeping an eye on the situation for now.

11. ADJOURNMENT

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

Board adjourned the meeting at 7:07 p.m.

**Minutes submitted by Kayt Gabrielson, Secretary

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING
WILL OCCUR DECEMBER 8, 2020.