

****PUBLIC NOTICE****

WAUKEE PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

6:30 P.M., Tuesday, December 8, 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 6:35 p.m.

2. ROLL CALL

Board of Trustees in attendance: Kayt Gabrielson, Connie Thienes, Emily Schultz, Michelle Henderson, Miranda Djukic, Kaba Kayembe and Jared Starkweather
Liasons 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 11-10-2020

Kayembe moved to approve the minutes. Henderson seconded. Ayes: 7. Nays: 0.
Motion carried 7-0.

5. PUBLIC COMMENTS

None

6. ACTION ITEM – DISCUSSION OF COMPENSATION PLAN

Michelle Lindsay, Human Resources for City of Waukee presented proposed compensation plan changes. Revised compensation plan going before city council in December meeting with effective date of January 1, 2021. Salary range of Director was below market value and move up one grade to align better within market of other Library Directors in surrounding communities.
Approval not needed.

7. ACTION ITEM – APPROVAL OF BILLS AS ATTACHED

Larson presented bills.

Motor in HVAC needing to be replaced. Grant being applied for to cover technology/Zoom capabilities in Waukee Room.

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

8. REPORTS

a. Budget Report: Budget on track year to date.

b. Library Director's Report: Parking lot update - construction is completed for the season, sign was installed last week. Curbside pickups are dropping off and grab-n-go is increasing. 200 people signed up for winter reading program. 2 new circulation staff in training, interviews start for Public Service Librarian start next week (34 applications). Digital Marketing Specialist job to be posted.

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: Continuing to stay closed, will continue to have curbside and grab-n-go options.

9. ADJOURNMENT

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

Board adjourned the meeting at 7:02 p.m.

**Minutes submitted by Kayt Gabrielson, Secretary

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING
WILL OCCUR JANUARY 12, 2021.