

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

**WAUKEE PUBLIC LIBRARY**

**BOARD OF TRUSTEES MINUTES**

**6:30 P.M., Tuesday, January 12, 2021**

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 6:36 p.m.

**2. ROLL CALL**

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

Trustees not in attendance: Michelle Henderson

Liasions in attendance: Kristine Larson

**3. APPROVAL OF AGENDA**

Thienes moved to approve the agenda. Schultz seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

#### 4. MINUTES FOR APPROVAL

##### a. Regular Meeting 12-08-2020

Schultz moved to approve the minutes. Kayembe seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

#### 5. PUBLIC COMMENTS

None

#### 6. ACTION ITEM – APPROVAL OF BILLS AS ATTACHED

Larson presented bills.

December a longer month so bills look higher, but they are on track and nothing is out of the ordinary.

Djukic motioned to approve the bills. Thienes seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

#### 7. ACTION ITEM – APPROVAL OF JOB DESCRIPTION

Larson presented job description for role of Digital Marketing Specialist.

Moves to City Council for approval, should be posted on or around January 20, 2021.

Schultz moved to approve the minutes. Gabrielson seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

#### 8. REPORTS

a. Budget Report: Budget on track year to date; 50% through year and 57% of budget left for year. Summer reading will not have a sponsor, continuing to plan as an online program.

b. Library Director's Report: New app is now available in the app store - it includes a self checkout feature for use once the library opens again and offers another contactless way to check out books. Position accepted for the Public Services Librarian and the candidate will start in late February. Roof sustained some damage (assuming it was Derecho), but has been fixed. Dial-a-story had 67 stories called for; stories being updated monthly.

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

Gabrielson motioned to adjourn the meeting. Schultz seconded. Ayes: 6. Nays: 0. Motion carried 6-0.

Board adjourned the meeting at 7:04 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 FEBRUARY 9, 2021.