

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

**WAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**6:30 P.M., Tuesday, March 9, 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:**

Zoom Meeting

<https://waukee.zoom.us/j/84996006038?pwd=N1hzOUVjS2dZbGhUa2MvL1FqaVB5dz09>

Meeting ID: 849 9600 6038

Passcode: 420925

**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: Emily Schultz, Miranda Djukic, Connie Thienes, Michelle Henderson, and Jared Starkweather

Trustees not in attendance: Kaba Kayembe and Kayt Gabrielson

Liasions in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Thienes moved to approve the agenda. Djukic seconded. Ayes: 5. Nays: 0.

Motion carried 5-0.

4. MINUTES FOR APPROVAL

Thienes moved to approve the minutes. Djukic seconded. Ayes: 5. Nays: 0.

Motion carried 5-0.

5. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD'S JURISDICTION

None

6. ACTION ITEM – APPROVAL OF BILLS

Djukic moved to approve the bills. Henderson seconded. Ayes: 5. Nays: 0.

Motion carried 5-0.

7. ACTION ITEM – APPROVAL OF LIBRARY STAFF COMPENSATION PLAN

3% increase. Board is pleased that the lowest paying job is near \$10/hr as that is higher than minimum wage and places the library at a good position should a minimum wage hike happen in the future. Compensation is pretty competitive across the board.

Thienes moved to approve the compensation plan. Djukic seconded. Ayes: 5. Nays: 0.

Motion carried 5-0.

8. REPORTS

- a. Budget Report: tracking at about 44%; under budget for staffing. Everything looks pretty good so far this year. Will start spending more for summer reading in the next 2 months, but pretty on track for this time of year. Should end up under budget this year.
  - b. Library Director's Report: Marketing specialist accepted the job, starts March 25; previously from central YMCA, has the exact experience looking for. Jump right into summer reading program. Interviewing for public services position after spring break. Will need to fill 2 positions. Then, staffing will be set for a while. Warrior Lane closes on March 15, which will affect library traffic. Library only accessible from the south until August. Planning to expand hours from 12-6 starting on the 15<sup>th</sup>. Averaging about 200 people / day for February. Summer reading will be similar to last year, but people will be able to come in and pick up their prizes.
  - c. Personnel Committee: Did not meet.
  - d. WPL Friends Foundation Report: Did not meet.
  - e. Ways and Means Committee: Did not meet.
9. COVID Update: Expanding hours on March 15. Would like to get to regular hours after Labor Day so will stick with expanded hours close to summer, for now. Vaccine news is really good: May when vaccines are available to all. Programming determined on when vaccinations can happen. ADJOURNMENT

Schultz motioned to adjourn the meeting. Henderson seconded. Ayes: 5. Nays: 0.

Motion carried 5-0.

Board adjourned the meeting at 7:11 p.m.

\*\*Minutes submitted by Emily Schultz, filling in for 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 APRIL 13, 2021.