

****PUBLIC NOTICE****

WAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

6:30 P.M., Tuesday, April 13, 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 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: Emily Schultz, Miranda Djukic, Connie Thienes, Michelle Henderson, Kaba Kayembe, and Jared Starkweather

Trustees not in attendance: Kayt Gabrielson

Liasions in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Thienes moved to approve the agenda. Henderson seconded. Ayes: 6. Nays: 0.

Motion carried 6-0.

4. MINUTES FOR APPROVAL

Kayembe moved to approve the minutes with correction. Djukic seconded. Ayes: 6. Nays: 0.

- Correction to Minutes from 3/9 – Kristine Larson stated that we were seeing 200 visitors per day in February but the real number was 100.

Motion carried 6-0.

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

None

6. ACTION ITEM – APPROVAL OF BILLS

- Adding adventure pass back into library offerings
- Starting to purchase for summer reading

Schultz moved to approve the bills. Henderson seconded. Ayes: 6. Nays: 0.

Motion carried 6-0.

7. REPORTS

- a. **Budget Report:** tracking at about 37% left; under budget for staffing. Everything looks pretty good so far this year. Haven't needed the facilities repairs this year (but we do many other years!). Have started spending a bit on summer reading.
 - b. **Library Director's Report:**
 - New hires are doing well. Signups for summer reading starts May 1 and goes Jun 1 – Jul 31. All contests will be online but will pickup at the building.
 - Traffic in the building is at 78 people / day for April. Down from Feb (102/day) and Mar because Warrior is closed. Expanded hours on March 15 to noon – 6:00 p.m. Thinking about expanding on Jun 1 from 10-6:00 on Mon-Fri. Jun 1, Ashworth will also be shut down. It will be even a little harder to get to the library as school lets out for the summer. Construction is affecting library traffic and that is likely to continue through summer.
 - Difficulties getting printers, scanners, computers all working together. Kristine working with IT director and working with vendor to get issues resolved. Daily IT meetings each morning to ensure project is completed. Sending patrons to other libraries for computers; computers have not been functional for 18 months. Computers sat for a year after being purchased before being installed. Kristine is escalating to ensure project is finished. IT director needs to reconfigure library patron network – city and library networks should not be connected in order to protect city from unnecessary access to city network. Kristine has been documenting IT issues. Lengthy discussion regarding this issue, every member of board is expressing concern about lack of access to computers and security risks of city/library network connection.
 - c. **Personnel Committee:** Did not meet.
 - d. **WPL Friends Foundation Report:** Did not meet.
 - e. **Ways and Means Committee:** Did not meet.
8. COVID UPDATE: Staff starting to get vaccinated; all should be close to being fully vaccinated by Jun 1. Would like to get to normal hours by Sep 7. Programming TBD. Watching CDC recommendations closely – recommendation still to avoid indoor contact. Majority of patrons wearing masks. Staff will continue to wear masks.
9. ADJOURNMENT
Henderson motioned to adjourn the meeting. Thienes seconded. Ayes: 6. Nays: 0.
Motion carried 6-0.
Board adjourned the meeting at 7:16 p.m.

Minutes submitted by Emily Schultz, filling in for Kayt Gabrielson, secretary.

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING WILL OCCUR MAY 11, 2021.