

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

**WAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**6:30 P.M., Tuesday, July 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:**

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: Miranda Djukic, Connie Thienes, Michelle Henderson, Kaba Kayembe, Emily Schultz and Jared Starkweather.

Trustees not in attendance: Kayt Gabrielson

Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL

Approval of June and July minutes will take place at the August 10 meeting.

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

None

6. ACTION ITEM – APPROVAL OF BILLS

Thienes moved to approve the bills. Henderson seconded. Ayes: 6. Nays: 0.  
Motion carried 6-0.

7. ACTION ITEM – SELECT OFFICERS

Board determined to keep same positions. Schultz moved to approve the the officer selections. Djukic seconded. Ayes: 6. Nays: 0.  
Motion carried 6-0.

8. ACTION ITEM – SELECT COMMITTEES

Board determined to keep same committee appointments. Kayembe moved to approve the committee selections. Djukic seconded. Ayes: 6. Nays: 0.

Motion carried 6-0.

9. ACTION ITEM – APPROVAL OF DRESS CODE POLICY

Thienes moved to approve the updated dress code policy. Kayambe seconded. Ayes: 6. Nays: 0.

Motion carried 6-0.

10. ACTION ITEM – APPROVAL OF CREDIT CARD POLICY

Schultz moved to approve the credit card policy. Djukic seconded. Ayes: 6. Nays: 0.

Motion carried 6-0.

11. DISCUSSION ITEM – ANNUAL ACTION PLAN

- Annual tasks are continuing
- New initiatives
  - Stormwater Project Program and Educational Opportunities
  - Enhance social media presence and engagement
- Major Projects: reopening, resume *The Notice* publication, website updates and accessibility, new resident outreach, etc.

12. REPORTS

- a. **Budget Report:** Budget looks good for time of year, going to end up close to zero for the end of the fiscal year.
- b. **Library Director's Report:**
  - New shelver starting on 7/19
  - Interviews this week for a new public services assistant (Marie's last day is 7/30)
  - Another employee going on maternity leave on 7/30, but should be okay through August
  - Keri dropping craft bags at preschool lunches
  - Library continues to be busy with steady patronage
  - Programming planning to go in-person in the fall
- c. **Personnel Committee:** Did not meet.
- d. **WPL Friends Foundation Report:** Did not meet.
- e. **Ways and Means Committee:**
  - Library fines policy needs to be addressed. (Fines were suspended during COVID)

13. ADJOURNMENT

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

Motion carried 5-0.

Board adjourned the meeting at 7:24 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  
AUGUST 10, 2021.