



WAUKEE
PUBLIC
LIBRARY

****PUBLIC NOTICE****

WAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 10, 2022 – 6:30 PM

950 S. Warrior Lane – Waukeee, IA 50263

Join Zoom Meeting - Meeting ID: 822 4141 7796 - Passcode: 995848

<https://waukeee.zoom.us/j/82241417796?pwd=VjgrSFpkejNHVG9QZFh6LytWNXhzZz09>

MINUTES

1. CALL TO ORDER
President Jared Starkweather called the meeting to order at 6:32 p.m.
2. ROLL CALL
Board of Trustees in attendance: Emily Schultz, Kayt Gabrielson, Connie Thienes, Micki Henderson, Kaba Kayembe, Jared Starkweather
Trustees not in attendance: Miranda Djukic
Liaisons in attendance: Kristine Larson
3. APPROVAL OF AGENDA,
Henderson moved to approve agenda. Thienes seconded. Ayes: 6, Nays: 0. Motion carried 6-0.
4. MINUTES FOR APPROVAL
a. Meeting 4-12-2022
Theines moved to approve minutes. Kayembe seconded. Ayes: 6, Nays: 0. Motion carried 6-1.
5. PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION
No public Comments
6. ACTION ITEM – APPROVAL OF BILLS
Schultz motioned to approve the bills. Henderson seconded. Ayes: 6, Nays: 0. Motion carried 6-0.
7. ACTION ITEM – APPROVAL OF LIBRARY COMPENSATION PLAN FY22-23
Gabrielson motioned to approve the updated library compensation plan. Thienes seconded. Ayes: 6, Nays: 0. Motion carried 6-0.
8. ACTION ITEM – APPROVAL OF MEETING ROOM POLICY
Henderson motioned to approve the meeting room policy. Gabrielson seconded. Ayes: 6, Nays: 0. Motion carried 6-0.
9. ACTION ITEM – APPROVAL OF CIRCULATION POLICY
Schultz motioned to approve the circulation policy. Kayembe seconded. Ayes: 6, Nays: 0. Motion carried 6-0.
10. ACTION ITEM – APPROVAL OF LIBRARY CLOSURE MAY 28, 2022
Thienes motioned to approve the library closure on May 28, 2022. Gabrielson seconded. Ayes: 6, Nays: 0. Motion carried 6-0.

11. REPORTS

- a. Budget Report
 - 37% of operating budget left with just two months left of fiscal year.
 - Bigger orders come at end of fiscal year to stock up on supplies.
- b. Library Director's Report
 - Staffing Updates
 - Hired Children's Programming Position (yay!) starting on May 24.
 - Hired 3 public services assistants (seasonal, college students) starting in next two weeks and staying until August.
 - Public Services Manager starting on May 23 and hiring for permanent staff at that time.
 - Focus on hiring and retention.
 - Warrior Lane is under construction
 - Summer Reading - Starts June 1 and registration is open.
 - Brad Deets – new city manager, increasing meetings.
 - Tech – Patron computer repairs slow going with tech department
 - Schultz needs to reapply for board of trustees
- c. Personnel Committee
Did not meet.
- d. WPL Friends Foundation Report
 - Next meeting is Jun 7 at 6 p.m.
 - Book sale is May 21 with presale Friday night prior
 - A couple new people joining group
- e. Ways and Means Committee
 - Revise recommendation for request to remove books (a lot of requests come from confusion – if Kristine and Kerry are not here, they want to be able to reach out and discuss before formal request).

12. ADJOURNMENT

Henderson moved to adjourn. Schultz seconded. Ayes 6. Nays: 0.

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING WILL OCCUR JUNE 14, 2022

*Pursuant to §21.4(2) of the Code of Iowa (2021), the City has the right to amend this agenda up until 24 hours before the posted meeting time.

The City of Waukee is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required, please contact the Library Director at least 48 hours in advance at 978-7931 or email klarson2@waukee.org to have reasonable accommodations provided.

*Pursuant to §21.2 of the Code of Iowa (2021), the term "meeting" is defined as "a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body's policy-making duties." This is not a planned regular or special meeting of the Waukee City Council. It is, however, a meeting of the Waukee Public Library Board of Trustees where three or more council members may be present and where policy may be discussed. If such a meeting shall take place, "the nature of the good cause justifying the departure from the normal requirements (of 24 hr notice by posting) shall be stated in the minutes."