

****PUBLIC NOTICE****

WAUKEE PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

6:30 P.M., Tuesday, November 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:

Join Zoom Meeting Meeting ID: 822 4141 7796

Passcode: 995848

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

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 6:31 p.m.

2. ROLL CALL

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

Trustees not in attendance: 0

Liaisons in attendance: Kristine Larson, Keri Weston-Stoll

3. APPROVAL OF AGENDA

Schultz moved to approve the agenda. Thienes seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

4. MINUTES FOR APPROVAL

a. Regular Meeting 10-12-2021

Kayembe moved to approve the minutes. Henderson seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

b. Regular Meeting 09-14-2021

Kayembe moved to approve the minutes. Henderson seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

5. PUBLIC COMMENTS

None

6. ACTION ITEM – APPROVAL OF BILLS AS ATTACHED

Larson presented bills.

Schultz motioned to approve the bills. Thienes seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

7. ACTION ITEM – APPROVAL OF 2022 HOLIDAYS

Thienes motioned to approve the bills. Gabrielson seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

8. ACTION ITEM – APPROVAL OF LIBRARY CLOSURE FOR ENTRANCE REPAIR

No set dates at this time; should be 2-3 days, pending confirmation from the construction company. Drive-thru will still be open, phones being answered, etc.

Schultz motioned to approve the bills. Djukic seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

9. ACTION ITEM – APPROVAL OF FY22-23 LIBRARY BUDGET REQUEST

Kayembe motioned to approve the bills. Henderson seconded. Ayes: 7. Nays: 0. Motion carried 7-0.

10. REPORTS

a. Budget Report: Tracking to budget; 30% to budget, 1/3 of year complete.

b. Library Director's Report: winter reading program starts November 22, brick was repaired from accident, device charging station needs replacement parts, a lot of engagement on social media in November. December programs for kids/teens with holiday gift giving themes, trying holiday programming over Christmas Eve - New Year's this year (have not done this before). Reconsideration request committee being formed and recommendation will be presented to board at December meeting.

c. Personnel Committee: Meeting for annual review, will update at December meeting

d. WPL Friends Foundation Report: Joining the chamber of commerce, start advertising to get more members

e. Ways and Means Committee: Did not meet.

9. ADJOURNMENT

Henderson motioned to adjourn the meeting. Thienes seconded. Ayes: 7. Nays: 0.
Motion carried 7-0.
Board adjourned the meeting at 7:26 p.m.

**Minutes submitted by Kayt Gabrielson, Secretary

President

Vice President

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD OF TRUSTEES MEETING
WILL OCCUR DECEMBER 14, 2021.