

Waukee Public Library
Board of Trustees Minutes
Tuesday, December 13, 2022
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

President Kaba Kayembe called the meeting to order at 5:31 PM.

Melissa Marwedel moved to proceed with the meeting; seconded by Miranda Djukic

2. ROLL CALL

Board of Trustees members in attendance: Kaba Kayembe, Micki Henderson, Connie Thienes, Miranda Djukic, Melissa Marwedel, Anna Eichhorn (virtual)

Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL

Regular meeting 11/08/2022

Henderson moved to approve the minutes. Marwedel seconded. Ayes: 6 Nays: 0. Motion carried.

5. PUBLIC COMMENTS

Library patron Joseph LeValley attended virtually as an observer.

6. ACTION ITEM – APPROVAL OF BILLS

November bills were for budgeted expenses, including summer and winter reading programs and roof repair.

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

7. ACTION ITEM – TRUSTEE TRAINING

Larson presented a training program on library policies – why policies are needed, occasions or situations that warrant written policies, and how to write clear and concise policies.

8. REPORTS

- a. Budget Report – 55% of the budget remains. This is normal for this point in the fiscal year. Marwedel asked a question about the difference between the County Library Services allocation (\$10,000) and the amount in the Fiscal Activity column (\$18,000). Larson had negotiated a larger allocation of Dallas County library funds based on Waukee’s current population (26,000) in comparison to rural communities.

b. Library Directors Report

- Warrior Lane is now open. No further construction is anticipated to take place on Warrior Lane for the next 2 years.
- The new mobile app is now available for download and is working well.
- Library staffing is at an acceptable level.
- The library continues to receive good press after going fine free.
- The City of Waukee has made changes to vacation accrual rates that positively impact library employees.
- Larson is working on library accreditation.

c. Personnel Committee – met immediately after the Board meeting to work on the Library Director’s review

d. WPL Friends Foundation Report

- The Flower Power outreach van fundraiser was announced to WPLFF members in an email on December 8th. In addition, WPLFF plans a December mailing to 500 library patrons to announce the program. A link to the fundraiser website and a QR code will be available soon for sharing on social media sites. The fundraiser begins in January 1, 2023.

e. Ways and Means Committee – met immediately after the Board meeting for an annual review of 5 policies

9. ADJOURNMENT

Marwedel moved to adjourn the meeting. Henderson seconded. Ayes: 6 Nays: 0. Motion carried.

Board adjourned the meeting at 5:53 PM.

****Minutes submitted by Connie Thienes, Board Secretary****

President

Vice President