

Waukee Public Library
Board of Trustees Minutes
Tuesday, February 14, 2023
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

Vice President Micki Henderson called the meeting to order at 5:37 PM.

Melissa Marwedel moved to proceed with the meeting; seconded by Micki Henderson

2. ROLL CALL

Board of Trustees members in attendance: Micki Henderson, Connie Thienes, Melissa Marwedel, Anna Eichhorn, Kayt Gabrielson (virtual). Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Thienes moved to approve the agenda. Marwedel seconded. Ayes: 5 Nays: 0. Motion carried.

4. MINUTES FOR APPROVAL - Regular meeting 01/10/2023

Marwedel moved to approve the minutes. Eichhorn seconded. Ayes: 5 Nays: 0. Motion carried.

5. PUBLIC COMMENTS - None

6. ACTION ITEM – APPROVAL OF BILLS

January bills were higher than usual because they included spending on the summer reading and other upcoming programs.

Marwedel moved to approve the bills. Thienes seconded. Ayes: 5 Nays: 0. Motion carried.

7. DISCUSSION ITEM – TRUSTEE TRAINING: STATE LIBRARY ACCREDITATION

Larson reviewed the standards the library needs to meet to maintain accreditation. Waukee Public Library is applying for a Tier 3 accredited status. Maintaining this status allows the library to receive \$20,000 a year in state funding. The library Board of Trustees reviews the accreditation application form every 3 years.

8. ACTION ITEM – APPROVAL OF ADA CHECKLIST

Part of the accreditation process is reviewing the ADA checklist for the existing library facility. The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance. The existing library building meets ADA requirements. Larson plans to add a sign with the International Symbol of Accessibility at the accessible checkout aisle.

Eichhorn moved to approve the checklist; Marwedel seconded. Ayes: 5; Nays 0. Motion carried.

9. ACTION ITEM – APPROVAL OF ACCREDITATION REPORT

Eichhorn moved to approve the report; Thienes seconded. Ayes 5; Nays 0. Motion carried.

10. ACTION ITEM – APPROVAL TO SKIP MARCH 2023 BOARD MEETING

The Board voted to either reschedule or skip the scheduled March meeting as it would fall in the middle of Spring Break. The decision was made to skip meeting in March.

Thienes moved to approve the decision; Henderson seconded. Ayes 5; Nays 0. Motion carried.

11. REPORTS

- a. Budget Report – 43% of the budget remains; this is as expected. Larson responded to a question about a minor budget shortfall in the Telephone category which will be ongoing through the end of this fiscal year. The 50% shortfall in the Promotions category will be covered by a grant from the Friends of the Library foundation. A minor shortfall in the Data Processing category was discussed. There will be no further expenses in this category for the remainder of the fiscal year. The shortfall in the Insurance category was discussed in a prior meeting (due to overall insurance increases caused by natural disasters).
- b. Library Directors Report
 - The Sensory Spaces program was successful.
 - The library had very good response to all of its Valentine’s Day programming.
 - The children’s area now has an interactive play table (paid for by Friends of the Library Foundation).
 - Sunflower Studio has a student art exhibit in the Coal Mine room.
 - There has been a notable uptick in foot traffic in the library. We expect a busy summer.
 - A free legal help resource has been added to the library’s website.
- c. Personnel Committee – The library director’s performance evaluation was completed.
- d. WPL Friends Foundation Report
 - The Foundation will mail a postcard to donors in early March promoting the Flower Power fundraiser.
 - The Board of Trustees discussed ways to help the Friends Foundation expand its membership.
- e. Ways and Means Committee – did not meet

12. ADJOURNMENT

Henderson moved to adjourn the meeting. Marwedel seconded. Ayes: 5 Nays: 0. Motion carried.

Board adjourned the meeting at 6:09 PM.

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

President

Vice President