

Waukee Public Library  
Board of Trustees Minutes  
Tuesday, May 16, 2023  
950 Warrior Lane, Waukee, IA 50263

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1. CALL TO ORDER

President Kaba Kayembe called the meeting to order at 5:35 PM.

Melissa Marwedel moved to proceed with the meeting; seconded by Connie Thienes

2. ROLL CALL –

Board of Trustees members in attendance: Kaba Kayembe, Connie Thienes, Melissa Marwedel, Micki Henderson. Liaisons in attendance: Kristine Larson

3. APPROVAL OF AGENDA

Henderson moved to approve the agenda. Thienes seconded. Ayes: 4 Nays: 0. Motion carried.

4. MINUTES FOR APPROVAL - Regular meeting 04/11/2023

Thienes agreed to amend the minutes to reflect Henderson's attendance on 4/11/2023.

Henderson moved to approve the minutes. Marwedel seconded. Ayes: 4 Nays: 0. Motion carried.

5. PUBLIC COMMENTS - None

6. ACTION ITEM – APPROVAL OF BILLS

Some of the larger April invoices included summer program expenses, window washing, and the quarterly maintenance contract. All were expected expenses.

Thienes moved to approve the bills. Henderson seconded. Ayes: 4 Nays: 0. Motion carried.

7. ACTION ITEM – APPROVAL OF COMPENSATION PLAN

The Library Director presented the Fiscal Year 2024 Compensation Plan to the Library Board. The Plan had been approved and reviewed by the City. The Plan reflects an 8% increase in salaries for library personnel. Henderson moved to approve the Compensation Plan. Marwedel seconded. Ayes: 4 Nays: 0. Motion carried.

8. ACTION ITEM – APPROVAL OF POLICY 3.4 MOBILE HOTSPOT LENDING

Submitted changes to the Mobile Hotspot Lending policy were as follows:

- The word “patron” was replaced by “cardholder” to clarify responsibility for the borrowed hotspot.
- Only one mobile hotspot can be checked out or be on hold at a time per household address.
- The duration of mobile hotspot checkout was extended to 10 days.

Thienes moved to approve the policy changes. Marwedel seconded. Ayes: 4 Nays: 0. Motion carried.

## 9. ACTION ITEM – APPROVAL OF POLICY 3.5 REQUESTS FOR RECONSIDERATION

The policy was updated to specify patrons submitting a reconsideration request must be a resident of Waukee.

Henderson moved to approve the policy change. Marwedel seconded. Ayes: 4 Nays: 0. Motion carried.

## 10. BOARD TRAINING – LIBRARY BYLAWS

The Library Director reviewed Policy Section 1.2 By-Laws which cover specifics regarding the holding of regular Library Board meetings, the annual (July) meeting, how officers are chosen, and the responsibilities for each office.

## 11. REPORTS

a. Budget Report – Approximately 20% of the budget remains for fiscal year 2023 which ends June 30. The budget is on track to be even at the end of the fiscal year.

b. Library Directors Report

- A waterproof barrier and new shingles will be installed on the building roof by June 30<sup>th</sup>.
- The Library's social media presence promoting National Library Week and National Right to Read Day (4/24) generated significant positive engagement.
- The LGBTQ+ programs planned for Pride Month (June) are open for registration.
- The seasonal staff positions have been filled.
- The Library will have a presence at summer Park and Play events.
- The Library's summer reading program has been promoted in many of the local schools.
- The Library Director recently met with metro and county library directors.
- New benches and trash cans have been installed in front of the Library.

c. Personnel Committee – did not meet

d. WPL Friends Foundation Report

- Did not have a quorum at the May meeting.
- The treasurer has resigned; Mary Less will assume some treasurer's duties.
- The Book Sale is scheduled for May 19<sup>th</sup> & 20<sup>th</sup>.

e. Ways and Means Committee – met after the April Board of Trustees meeting and reviewed changes to the Mobile Hotspot and Reconsideration Request policies.

## 12. ADJOURNMENT

Marwedel moved to adjourn the meeting. Thienes seconded. Ayes: 4 Nays: 0. Motion carried.  
Board adjourned the meeting at 6:13 PM.

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

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President

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Vice President