

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

1. CALL TO ORDER

Treasurer Anna Eichhorn called the meeting to order at 5:43 PM.

2. ROLL CALL –

Board of Trustees members in attendance: Anna Eichhorn, Connie Thienes, Anna Phelps, and David Meyer. Liaisons in attendance: Kristine Larson, Library Director

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL - Regular meeting 09/12/2023

The minutes from the October meeting will be amended to reflect a vote by email to approve early closure of the Library on 11/22/2023 to accommodate heavy traffic due to the “A Night Under the Lights Event” and will be approved at the 12/12/2023 Board meeting.

5. PUBLIC COMMENTS – None

6. ACTION ITEM – APPROVAL OF BILLS

October expenses totaled \$36,646.31 and were primarily for budgeted expenses with the exception of dead tree removal which totaled \$4,850.

Aside from the aforementioned expense, the other large expenditures were for:

- \$6,587.54 for Books, Audiobooks, and DVDs
- \$3,675.00 for Library Cards (ordered in large quantities every other year)
- \$3,164.25 for the HVAC Contract installment

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

7. ACTION ITEM – APPROVAL OF FY 2025 BUDGET REQUEST

The Fiscal Year 2025 Budget Request was amended to include an HVAC Controls Project at a cost of \$6,500 (for remote monitoring) and an EV Charging Station at a cost of \$25,000.

Phelps moved to approve the updated FY 2025 Budget Request. Meyer seconded. Ayes: 4 Nays: 0
Motion carried.

8. REPORTS

- a. Budget Report – 63% of the budget remains as we approach the half-way point of the fiscal year.

b. Director's Report

- The Winter Reading Program begins 11/15/2023 and extends through the end of January 2024.
- The family of Richard Ori, who had previously donated funds for the Coal Mine Room building addition, plans to hold a memorial service in that room in March 2024 to honor his life.
- Larson acknowledged a public discussion about the need for a larger library building on the Waukee Talkee page on Facebook. The public is encouraged to contact city council members to discuss this request.
- Larson is gathering quotes for window tinting on the north side of the building to prevent fading of library materials.
- The Library is partnering with the American Heart Association to make blood pressure monitors available for library patron checkout.
- The City Manager plans to attend the 1/9/2024 Library Board of Trustees meeting.
- Larson attended a City meeting where the impact of the Iowa Property Tax Rollback Order of 2023 was discussed. The Order will impact the City's budget as well as that of the Library.
- Larson is working on updating library policies.

c. Personnel Committee – The Committee plans to meet with Larson after the December meeting to discuss her review.

d. WPL Friends Foundation Report

The October donor solicitation generated new donors from the new lists included in the mailing. Larson requested \$13,000 from the Foundation for new shelving (expected arrival in March).

e. Ways and Means Committee – did not meet

9. ADJOURNMENT

Thienes moved to adjourn the meeting. Phelps seconded. Ayes: 4 Nays: 0. Motion carried.
Board adjourned the meeting at 6:05 PM.

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

President

Vice President