

Waukee Public Library
Board of Trustees Minutes
Tuesday, June 13, 2023
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

President Kaba Kayembe called the meeting to order at 5:34 PM.

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

2. ROLL CALL –

Board of Trustees members in attendance: Kaba Kayembe, Connie Thienes, Melissa Marwedel, Micki Henderson, Anna Eichhorn, Miranda Djukic. 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 05/16/2023

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

5. PUBLIC COMMENTS – One member of the public observed the meeting via Zoom – Dave Meyer.

6. ACTION ITEM – APPROVAL OF BILLS

The largest expenditure category for the month was Library Books/Films/Record at \$10,072.51. The second largest category was Summer Reading at \$8,651.17. These were planned expenditures. One other expenditure of note was by HandyGuy for maintenance of closet storage and removal of plexiglass at the front desk in the amount of \$2,427.77.

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

7. ACTION ITEM – APPROVAL OF POLICY 3.3 CIRCULATION POLICY

The Mobile Hotspot Lending policy had been updated in May 2023 to extend the duration of the checkout time to 10 days. This month the Circulation Policy was also updated to reflect the 10-day mobile hotspot checkout policy.

Marwedel moved to approve the change. Djukic seconded. Ayes: 6 Nays: 0. Motion carried.

8. REPORTS

a. Budget Report – Approximately 5% of the budget remains at the end of fiscal year 2023. Next year's budget will have a small increase due to categories experiencing inflationary costs – i.e., books, data processing, and insurance.

b. Library Directors Report

- The roof project including installation of a waterproof barrier and new shingles has been completed.

- The Library is conducting interviews for the Public Services Manager position.
- New members of the Library Board of Trustees will be appointed on June 19th to replace Kaba Kayembe and Kayt Gabrielson. There are 9 applicants for the open Board positions.
- There have been over 2,600 enrollments in the Summer Reading Program.
- More than 1,100 patrons went through the Jurassic Escape Room.

c. Personnel Committee – did not meet

d. WPL Friends Foundation Report

- The Book Sale brought in more than \$3,600.
- The Library director submitted a request for \$75,000 for the electric outreach van. The request was approved.
- WPLFF will not meet in July; the next meeting is 8/8/2023.

e. Ways and Means Committee – met via email to review the change to Circulation Policy 3.3 to extend the mobile hotspot checkout period to 10 days.

9. ADJOURNMENT

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

Board adjourned the meeting at 5:50 PM.

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

President

Vice President