

Waukee Public Library
Board of Trustees Minutes
Tuesday, August 8, 2023
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

President Micki Henderson called the meeting to order at 5:34 PM.

2. ROLL CALL –

Board of Trustees members in attendance: Anna Phelps, Micki Henderson, Connie Thienes, Melissa Marwedel, Miranda Djukic, and David Meyer. Liaisons in attendance: Kristine Larson, Library Director, and Keri Weston-Stoll, Youth Services Director

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL - Regular meeting 07/11/2023

Meyer moved to approve the minutes. Phelps seconded. Ayes: 6 Nays: 0. Motion carried.

5. PUBLIC COMMENTS – None

6. ACTION ITEM – APPROVAL OF BILLS

The Board reviewed the final invoices for fiscal year 2023 which totaled \$4,695.31. Moving on to the invoices for the first month of fiscal year 2024, all expenditures were for budgeted items. The three largest expenditures were for:

- \$8,548.87 for Ebooks (of that, \$5,327.40 was the annual Ebook consortia fee and \$3,221.47 was specific to the Waukee Public Library)
- \$3,454.90 for Materials Processing
- \$3,164.25 for Preventative Maintenance Contract (paid quarterly)

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

7. DISCUSSION ITEM – ANNUAL ACTION PLAN

Larson reviewed the Library's Annual Action Plan for Fiscal Year 2024. The purpose of the Action Plan is to provide a guide for library staff with regard to general timelines for the following categories of projects and activities:

- Annual Activities
- Major Projects
- New Initiatives

The New Initiative category includes the following major projects:

- Purchasing an outreach van for the library
- Planning and implementation for an offsite storage facility for collections development and storing items such as the outreach bike

8. DISCUSSION ITEM – BOARD TRAINING

Larson reviewed details regarding budget preparation and reporting as well as development of the Annual Action Plan and how it is used.

9. REPORTS

a. Budget Report – The fiscal year 2023 ended with a -4.20% budget shortfall. Included in the FY 2023 budget was \$85,000 for roof replacement which had originally been budgeted for FY 2024 but was moved to FY 2023. The budget for fiscal year 2024 to date shows 90% of the budget remaining which is as expected.

b. Library Youth Services Director’s Report (Keri Weston-Stoll)

- Summer Reading enrollment was 3,278, largely attributed to a big jump in adult enrollments
- The Library gave away 2,000 award books and 1,600 coupons during the Summer Reading program
- Keri commended an excellent seasonal staff this summer, as did members of the Board
- The Jurassic Escape Room was a huge hit with patrons
- The Boba Tea and Color Tag events with hits with teen patrons

c. Library Director’s Report (Kristine Larson)

- Two staff members resigned; both were part-time positions. Staffing continues to be challenging
- Keri attended the school resource fair
- A new version of the Notice for Fall/Winter will be available soon
- The Program Room partition wall will be repaired on Friday. It will eventually need replacement
- The Library Director received a media request from Axios (local) inquiring about checkout numbers for specific titles that have been the target of book bans nationally. Kristine provided only general information; did not provide specific numbers

d. Personnel Committee – did not meet

e. WPL Friends Foundation Report

The foundation is planning a presentation for the nonprofit showcase at the Waukee Chamber of Commerce business luncheon at the WILC at noon on August 17. WPLFF will discuss donations and sponsorships for the outreach van.

f. Ways and Means Committee – did not meet

10. ADJOURNMENT

Board adjourned the meeting at 6:22 PM.

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

President

Vice President