

Waukee Public Library
Board of Trustees Minutes
Tuesday, September 12, 2023
950 Warrior Lane, Waukee, IA 50263

1. CALL TO ORDER

President Micki Henderson called the meeting to order at 5:31 PM.

2. ROLL CALL –

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

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL - Regular meeting 08/08/2023

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

5. PUBLIC COMMENTS – None

6. ACTION ITEM – APPROVAL OF BILLS

Expenditures reviewed included some from July. The list of expenditures was longer than usual because many annual expenses come due at the same time. Window blinds (\$1,787) and plumbing/sewer repairs (\$1,579) were unexpected expenditures in August. Aside from those, the three largest expenditures were:

- \$7,906 for Books, Audiobooks, and DVDs
- \$4,740 for Flipster emagazines annual subscription
- \$4,500 for LinkedIn Learning Online Resource annual fee

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

7. DISCUSSION ITEM – BOARD TRAINING

Larson reviewed the Library Card Policy with the Board. All residents of the state of Iowa are eligible to register for a library account in accordance with Iowa's Open Access agreement. The library card application process and documentation requirements (picture ID and proof of residency) were reviewed. Minors under age 14 must have a parent present in order to be issued a card. Library cards are issued to eligible residents age 5 or older.

8. REPORTS

- a. Budget Report – 83% of the current fiscal year's budget remains. There were more building issues/expenses this month than expected, however, the rest of the budget is as expected.

b. Director's Report

- The Youth Services and Front Desk positions have been filled. There is currently 1 open position.
- The new Notice listing upcoming Fall/Winter programs is now available.
- October is LGBTQ+ History Month. A Pride Party for LGBTQ+ individuals, families, and allies on October 14. Online events include LGBTQ US History and LGBTQ Genealogy.
- Family & Friends Game Night will be held in the evenings of the 2nd Tuesday of the month this Fall/Winter. The Dealt Hand will provide 200+ card and board games.
- Larson reported that library outreach has been going well.
- September is National Library Card Sign-up month; the Library has plans to promote it.
- Larson is working on the State's annual survey.

c. Personnel Committee – did not meet, but Committee members will meet after the next two Board meetings.

d. WPL Friends Foundation Report

The foundation is planning a donor mailing during the month of October.

e. Ways and Means Committee – did not meet

9. ADJOURNMENT

Board adjourned the meeting at 6:00 PM.

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

President

Vice President