

Waukee Public Library
Board of Trustees Minutes
Tuesday, February 13, 2024
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, Anna Phelps, Anna Eichhorn, Connie Thienes, Miranda Djukic, Melissa Marwedel. Liaisons in attendance: Kristine Larson, Library 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 12/12/2023

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

5. PUBLIC COMMENTS – None

6. ACTION ITEM – APPROVAL OF BILLS – December & January

December expenses totaled \$28,315.63 and were primarily for budgeted expenses. The top 3 expenditures were as follows:

- \$13,562.00 for the library patron database – annual hosting
- \$5,651.92 for window tint installation
- \$3,298.05 for lightbulb & ballast repair and replacement

January expenses totaled \$34,505.79 and were for budgeted expenses. The top 3 expenditures were as follows:

- \$14,872.19 for books, audiobooks, and DVDs
- \$3,449.00 for the preventative maintenance contract installment
- \$2,551.00 for the Learning Express Package + AASH

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

7. ACTION ITEM – APPROVAL OF MARCH MEETING DATE

A recommendation was made to move the regular meeting date from Tuesday, March 12th to Tuesday, March 19th to avoid the Spring Break school holiday.

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

8. ACTION ITEM – APPROVAL OF LIBRARY ORGANIZATION CHART

Larson presented a revised organization chart that would include a new Assistant Director position. The position would be responsible for managing the Youth Services Department with 5 direct reports as well as managing the Public Services Department, also with 5 direct reports. The Adult Services Librarian would also report to the Assistant Director.

Marwedel moved to approve the new organization chart. Thienes seconded. Ayes: 6 Nays: 0. Motion carried.

9. ACTION ITEM – APPROVAL OF JOB DESCRIPTIONS

A job description for the new Assistant Director position was reviewed as well as a job description for a new Teen Services Librarian position that would report to the Assistant Director.

Marwedel moved to approve the new job descriptions. Phelps seconded. Ayes: 6 Nays: 0. Motion carried.

10. BOARD TRAINING – LEGISLATION

The Board discussed legislative bills pertaining to libraries currently under consideration in the Iowa Senate and House of Representatives. Although Board members have expressed their opinions on the proposed pending legislation individually to their representatives, recommendations were made to take a pro-active approach to learning about and preparing for future legislative activity. The Board will discuss and vote on the following at the next meeting:

ACTION ITEMS FOR MARCH 19, 2024, MEETING

- a. January 2025 Legislative Review Session to be attended by local representatives
- b. Add a Library Advocacy Committee to monitor legislative and related activities throughout the year and report monthly to the Board

11. BOARD TRAINING – OPEN RECORDS & OPEN MEETINGS

Larson presented annual Board training on the Iowa Code for Examination of Public Records (Open Records) and Official Meetings Open to Public (Open Meetings) highlighting specific policies that pertain to the Library.

12. REPORTS

a. Budget Report – 43% of the budget remains for the remainder of the fiscal year. Although building and custodial expenses have been higher than anticipated, funds budgeted for open positions will likely offset them.

b. Director’s Report

- Grant applications were submitted to T-Mobile (\$50,000) and Dallas County (\$20,000)
- Two Public Services Assistant positions were filled

- Taking applications for open seasonal positions
- New shelving arrives in March
- Staff cubicle reconfiguration will be completed in March
- Planning for the summer reading program is underway
- Coordinators for the Waukee Special Census will be using Library meeting space next week
- Brad Deets, City Administrator, will attend the April Board meeting

c. Personnel Committee – did not meet

d. WPL Friends Foundation Report

- Launched the Flower Power fundraiser on social media

e. Ways and Means Committee – did not meet

13. ADJOURNMENT

Eichhorn moved to adjourn the meeting. Phelps seconded. Ayes: 6 Nays: 0. Motion carried.

Board adjourned the meeting at 6:40 PM.

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

President

Vice President