

Waukee Public Library
Board of Trustees Minutes
Tuesday, March 19, 2024
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: Micki Henderson, Anna Phelps, Connie Thienes, Melissa Marwedel, David Meyer. Liaisons in attendance: Kristine Larson, Library Director

3. APPROVAL OF AGENDA

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

4. MINUTES FOR APPROVAL – Regular meeting 2/13/2024

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

5. PUBLIC COMMENTS – None

6. ACTION ITEM – APPROVAL OF BILLS

The largest expenditure category during the past month was for library books, audiobooks, and DVDs (\$11,725.66). These were expected expenditures. The second largest expenditure category was for library programs (\$3,046.05). These were also expected expenditures. A large, unexpected expenditure was \$1,514.27 for plumbing repairs.

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

7. ACTION ITEM – APPROVAL OF FORMATION OF LEGISLATIVE ADVOCACY COMMITTEE

The Board voted to form a Legislative Advocacy Committee. The purpose of the Committee is to monitor legislative and related activities throughout the year and report to the Board. The Committee will host an annual Legislative Review Session in January. The Committee may, at their discretion, invite local legislative representatives to the Board's Legislative Review Session to discuss legislation with the potential to impact Library operations or the Library Board of Trustees.

Thienes moved to approve formation of the committee. Marwedel seconded. Ayes: 5 Nays: 0. Motion carried.

8. ACTION ITEM – APPOINTMENT OF LEGISLATIVE ADVOCACY COMMITTEE MEMBERS

The following Board members were appointed to the Legislative Advocacy Committee for the remainder of the current fiscal year (ending June 2024): Anna Phelps, Melissa Marwedel, Connie Thienes

Meyers moved to approve the appointment of the committee members . Marwedel seconded. Ayes: 5
Nays: 0. Motion carried.

9. REPORTS

- a. Budget Report – 37% of the budget remains for the final one-third 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
 - New shelving was installed in the teen area of the Library
 - The staff cubicle re-configuration will occur later in the week
 - Keri-Weston Stoll was promoted to Assistant Director
 - The Teen Librarian position has been posted
 - Six seasonal summer positions have been filled
 - Mayor Courtney Clarke will give a Tax Presentation on Monday, March 25th, from 7:00 – 8:30
 - Tech classes for seniors have been very well attended
 - The family of Richard Ory (donated the Coal Mine conference room) will hold a Celebration of Life on Saturday, March 23rd

- c. Personnel Committee – did not meet

- d. WPL Friends Foundation Report
 - The Flower Power fundraiser is in progress

- e. Ways and Means Committee – did not meet

- f. Legislative Update – committee just formed

10. ADJOURNMENT

Phelps moved to adjourn the meeting. Thienes seconded. Ayes: 5 Nays: 0. Motion carried.

Board adjourned the meeting at 6:04 PM.

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

President

Vice President