

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
April 27, 2015

MEMBERS PRESENT: Tom Graves, Jeff Merrill, Diana Ripperger, Jerry Brimeyer, Marva McCarty.

STAFF PRESENT: Julie Wells, Katherine Manion, and Susan Nass

President Merrill called the meeting to order at 5:30 p.m. Marva McCarty read the Character Counts statement.

APPROVE AGENDA: The agenda was reviewed and no changes were made.

APPROVE MARCH MINUTES: Diana moved to approve the minutes and Marva seconded. The motion was passed.

APPROVE BILL LIST: Julie stated that the bill list was standard. A few items have been purchased with Enrich Iowa money such as the LCD mounted projectors and some of the equipment needed for the new service desks.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Carpet and Reconfiguration Project Update – FEH Associates, Inc.: Michelle and Abby, designers for FEH Associates, presented their plans and handouts detailing the Interior Renovation & Furniture Bid Package Cost Options. After the City Council meets on Tuesday, April 28, 2015 to approve the bid documents, FEH Associates will send out notification of open bids on Wednesday, April 29, 2015. Tom inquired about getting individual bids from sub-contractors and Michelle explained that it would be more efficient to work with one general contractor who will manage the sub-contractors.

Approve Closing- Lobby Floor Replacement Project: The lobby floor was identified as a safety hazard in the City commissioned *15-Year Facilities Preventative Maintenance Plan*. The Library will need to be closed—at some point—during the removal and replacement of the floor. Tom Graves asked if there were any work-around solutions to avoid closing the library. Michelle mentioned that there would be the potential for added costs for evening and weekend work. She also noted that restrooms must be accessible to the public which would be difficult to provide during construction. Tom asked for the warranty information on the tile and Michelle agreed to provide that at a later date. There was discussion about looking at other tile options than the sample displayed and Michelle will provide other samples. Marva made a motion to close the library for the minimum amount of days for construction with the maximum being four days closed. Tom seconded the motion. All were in favor and the motion passed.

There was discussion over options of donating or selling the carpet removed from the library. No action was taken.

Approve Public Display Space Policy: Diana had a question on the guideline stating: The Library deserves the right to decline, reschedule, or cancel a display. Tom stated that by law the library does not have to give notice. Tom questioned the guideline stating: One display per exhibitor is allowed in a twelve month period. Julie explained that there are a multitude of groups wanting to reserve the space and the limit is needed. Diana requested that a waiver of liability form be included with the policy and all agreed. Tom moved to approve this policy, Marva seconded and the motion passed.

Approve Public Posting and Distribution of Materials Policy: Marva made a motion to approve this policy, Jerry seconded and the motion passed.

Approve Suspension of Privileges Policy: Tom suggested that the Suspension of Privileges Policy and the Appeal of Suspension of Privileges Policy be combined into one policy. Julie agreed to consolidate them. All agreed that the policy should state who has the right to suspend privileges and Julie will add that to the policy. Julie consulted Law Librarian, Mandy Easter about notifying parents of suspended patrons under the age of 18 and was informed that this is a Board decision. The Board decided notification of suspension should be sent to both the parent of an individual under 18 years of age and to the individual. Tom stated that the library should give the suspended patron notice in person or a certified letter. An appeal must be postmarked or e-mailed with seven days. Revisions will be made and the proposed policy will be approved at a later date.

Approve Appeal of Suspension of Privileges Policy: There was not a motion on this policy due to it being combined with the previous one.

Approve Revised Sex Offender Policy: Tom suggested that the Board wait until he has looked over the Governor's new bill on sex offenders before approving this policy. Diana suggested that the Board vote now and then amend if the bill does affect this policy. Tom made a motion to approve, Diana seconded and the motion passed.

Approve Revised Meeting Room Use Policy: Jerry asked for clarification on what kinds of individuals/groups cannot book the meeting rooms. Julie explained that the rooms are not booked for social activities such as birthday parties, etc. and will add language that reflects this to the policy. The occupancy limits have changed due to fire code regulations and Julie will confirm the limits. Diana questioned the guideline stating that contact information is made available to the public. Julie explained that if a patron is interested in an organization that books a meeting room the library provides the group's contact information to the interested patron. Tom moved and Jerry seconded a motion to approve this policy and the motion passed.

Approve Study Room Use: Jerry asked about the guideline stating: A reservation is cancelled if a study room is not occupied within 10 minutes of the reserved time or if a study room is left unoccupied longer than 15 minutes during the reserved time. He expressed that cancelling a reservation if a study room is left unoccupied longer than 15 minutes was too harsh. The Board agreed to change that time to 30 minutes. Jerry made a motion to approve, Marva seconded and the motion passed.

DIRECTOR'S REPORT:

New Service Model Implementation Status: Julie reported that the new service desk schedule will begin May 1st.

Tom made a motion to adjourn and Diana seconded. The motion passed and the meeting was adjourned at 6:45 p.m.

Jeff Merrill
President

Attest: Susan Nass