

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
February 22, 2016

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

STAFF PRESENT: Julie Wells and Susan Nass.

CALL TO ORDER: President Ripperger called the meeting to order at 5:30 p.m. Greg read the Character Counts statement.

APPROVE AGENDA: Greg made a motion and Marva seconded it to approve the agenda. All voted in favor and the motion passed.

APPROVE MINUTES: Jeff made a motion to approve the January 25th minutes and Greg seconded the motion. All voted in favor and the motion passed. Marva moved to approve the February 3rd minutes and Greg seconded the motion. All voted in favor and the motion passed. It was discussed to amend the language in the February 3rd minutes to state that the operating hours of Chapters Café are Monday through Saturday from 9:00 a.m. to 6:00 p.m. with the possibility of Sunday hours. Marva made a motion to amend the language and Greg seconded it. All voted in favor and the motion passed.

APPROVE BILL LIST: Jerry made a motion to approve the bill list and Greg seconded it. All voted in favor and the motion passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

A. Approve Bylaws: Julie distributed copies of the proposed final draft of the Board's bylaws. She explained that they include changes made at the previous board meeting and additional changes made by her. Jeff made a motion to approve the bylaws. Jerry seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS:

A. Approve Table of Contents, *City of Urbandale Employee Handbook*: Approval of the table of contents for the *City of Urbandale Employee Handbook* is required for renewing our State Library accreditation. Since the Library follows these policies, which were adopted by the City Council, Board approval of this section of the handbook satisfies the requirement. Greg made a motion to approve the table of contents and Jeff seconded it. All voted in favor and the motion passed.

DIRECTOR'S REPORT:

- A. Café Update: Main Street Café and Bakery has catered several groups so far and are getting Chapters ready to open. The health inspection is scheduled for March 14th and the café should be able to open shortly after that. Julie will ask John, owner of Main Street, to keep the catering income separate from that of the café.
- B. Budget Update: Diana and Jerry attended the City Council meeting with Julie to discuss the yearly budget. The city approved most items with the exception of the 2nd self-check machine and the additional permanent part-time employee. The mayor reminded everyone to be cognizant of the fact that \$50 per resident is paid by the City for library service.

Tom made a motion to adjourn and Greg seconded it. All voted in favor and the motion carried. The meeting adjourned at 6:05 p.m.

Diana Ripperger
President

Attest: Susan Nass