

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

JANUARY 26, 2015

MEMBERS PRESENT: Tom Graves, Jeff Merrill, Diana Ripperger, Greg Ward, DeDe Zaun, 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. Greg Ward read the Character Counts statement.

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

APPROVE DECEMBER MINUTES: Tom requested that it be added to the December minutes that he had made a motion to approve the Assistant Director position and that Greg had seconded the motion. All approved and the motion was passed. Jeff moved to approve the December minutes with the revision. Diana seconded the motion. All approved and the motion was passed.

APPROVE BILL LIST: Clarification was made concerning the Vital Supports, LLC expenditure of \$1,092.00. This was explained as troubleshooting for Envisionware, which is credit card software. Jerry moved to accept the bill list. Marva seconded the motion. All approved and the motion was passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

Carpet update: Progress is being made on this project. Julie will meet with the FEH designer in February to discuss millwork plans.

Proposed FY 15/16 Budget Discussion: Julie handed out copies of the budget documents showing the fiscal year 2015/16 budget. She explained that the majority of new requests were included in the recommended budget. A request was made for \$94,000 to fund the reconfiguration project but only \$46,000 was included in next year's budget. The \$20,000 request for a self-check machine was eliminated. Marva, Jeff, and Greg will join Julie at the budget session immediately following the meeting.

NEW BUSINESS:

Approve Photography and Videography Policy: The second bullet point from the Photography and Videography Policy stating "commercial photography or videography is not permitted" will be eliminated. The group agreed that commercial photography or videography should be permitted but authorization must be obtained from the Director or Assistant Director.

Marva moved to approve and Tom seconded the motion. All approved and the motion was passed.

Jerry made a motion to adjourn, Greg seconded, and the motion passed.

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass