

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
January 25, 2016

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

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

CALL TO ORDER: President Ripperger called the meeting to order at 5:32 p.m. Jerry read the Character Counts statement.

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

APPROVE MINUTES: Jerry made a motion to approve the December minutes and Dede seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Approve Revised Bylaws: Julie distributed copies of the board's bylaws with changes suggested at the December meeting noted. Additional proposed changes include:
- I. A. – The Board shall consist of seven members who are over 18 years of age and residents of Urbandale
 - I. B. – Change Chapter 22 to Chapter 32
 - I. C. 2. – Cooperating with the library director in determining and adopting written policies to govern the operation of the library
 - I. C. 3. – Reporting to and cooperating with other public officials, boards and the community as a whole in support of the library
 - II. B – Each officer shall perform such duties as are the customary duties of their position and as determined by the board of trustees
 - III. A. – replace meeting with conference
 - V. A. 2. – To maintain and operate the physical facility
 - V. A. 4. – To inform the Board continually and completely regarding the finances, public services, physical facility, personnel, collection, and other developments, changes and problems of the library

The Board will vote on the revised bylaws at the February meeting.

- B. Café Update: Diana, Marva, and Julie met with two businesses to discuss operating Chapters Café--an Adel restaurant owner and the owners of Main Street Café and Bakery. Marva and Julie will speak with both to determine their interest. If both parties are still interested, it was suggested that they submit their proposals for the board to review. Tom suggested offering a shorter lease and inquiring about hours of operation. The board agreed that 3 months free rent of a 6 or 9 month lease would be a good offer. The board expressed its commitment to support the new vendor and to make the partnership beneficial to all. Marva suggested pursuing further the

option of placing a sign at the street to advertise the café. A special meeting may be called before signing a lease with the interested party.

NEW BUSINESS:

- A. Strategic Plan Review: The board members discussed the proposed strategic plan for 2016-2021. Tom made a motion to approve and Dede seconded it. All voted in favor and the motion passed. Marva shared with the board her thoughts regarding larger goals for the library such as a community resource center and more community cooperation.

DIRECTOR'S REPORT:

- A. FY 16/17 Budget Update: Diana will attend the City Council meeting with Julie to present the budget.

Dede made a motion to adjourn and Greg seconded it. All voted in favor and the motion carried. The meeting adjourned at 6:45 p.m.

Diana Ripperger
President

Attest: Susan Nass