

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**July 27, 2015**

**MEMBERS PRESENT:** Tom Graves, Jeff Merrill, Diana Ripperger, Jerry Brimeyer, 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. Jeff read the Character Counts statement.

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

**APPROVE MINUTES:** Jeff asked that Marva McCarty be added to the members present for the June 22, 2015 meeting minutes. Tom moved to approve the June minutes and Jerry seconded the motion. All approved and the motion was carried.

**APPROVE BILL LIST:**

Julie explained that the \$2,710.00 fee under data processing was for the 3M Self-Check software upgrade. The \$1,260.00 fee also under data processing was for Webspec Design LLC to host the website instead of the library hosting it onsite. Central Distributors, Inc. was issued \$492.50 for repairing the rugs in the reading room. All other expenditures were standard. Jeff moved to approve the bill list. Jerry seconded the motion and all were in favor and the motion was passed.

**CITIZEN'S FORUM:** None present.

**UNFINISHED BUSINESS:**

- A. Carpet & Reconfiguration Project Update: The process of removing the collection and furniture from the youth and media areas started and the existing carpet is being removed. The security gates have been dismantled and millwork moved out. The project is progressing smoothly. October 19, 2015 is the projected end date for the project.

**NEW BUSINESS:** None

**DIRECTOR'S REPORT:**

- A. Policy Manual: Julie distributed copies of the policy manual to all board members and stated that the manual will be updated yearly.
- B. Open Access Report: Julie distributed copies of the FY15 Open Access Annual Report. Tom expressed interest in knowing what Urbandale residents have checked out from other libraries. Julie will prepare a report when that information becomes available.

Greg made a motion to adjourn and Jeff seconded. The motion passed and the meeting was adjourned at 6:05 p.m.

Diana Ripperger  
President

Attest: Susan Nass