

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
July 25, 2016

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

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

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

APPROVE AGENDA: Tom asked that By-Law Amendment be added as item B under New Business. Diana made a motion to approve the amended agenda. Tom seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Jeff made a motion to approve the June 27, 2016 minutes. Dede seconded the motion. All voted in favor and the motion passed. Tom made a motion to approve the minutes of the July 11, 2016 special meeting with the addition of John Forbes in attendance. Greg seconded the motion. All voted in favor and the motion passed.

APPROVE BILL LIST: Jeff made a motion to approve the bill list. Tom seconded the motion. All approved and the motion passed.

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

- A. Board Involvement: To facilitate more board involvement, Tom provided written descriptions for five proposed advisory committees:

Outreach: The Outreach Committee shall meet regularly as decided by its membership and shall engage in such activities as will advocate for the library in the community of Urbandale, in particular to the general public, the decisions makers in the community, the city council and to the media. Additionally, the Outreach Committee is tasked with offering the Board of Trustees a mission statement which shall explain the role of, the importance of and the purpose of a public library in the 21st century and for updating that statement as needed. Service on the committee shall be for one year.

Facilities: The Facilities Committee shall meet as needed. It will investigate and summarize for the Board and staff the facility needs of the library with special attention to problems and defects in the infrastructure of the Urbandale library, including but not limited to, the Urbandale library building and those infrastructure components of that building necessary to operate a high quality library for the citizens of Urbandale. Proposed changes in the facilities of the library shall be directed to the Facilities Committee for recommendation before being submitted to the Board of Trustees, when possible. When the Committee on facilities identifies problems, deficiencies or changes in the facility of the library, it shall recommend those to the Board of Trustees. Service on the committee shall be for one year.

Director Evaluation: The Director Evaluation committee shall meet as needed prior to the meeting of the Board of Trustees to evaluate the Director. The committee shall conduct such interviews and investigation as it believes it should to properly recommend the evaluation of the director to the Board of Trustees. Service on the committee shall be for three months.

Budget: The Budget committee shall meet with the Director to prepare and submit to the Board of Trustees a proposed annual budget to the Board of Trustees. Service on the Budget committee shall be for three months.

Enrich Iowa: The Enrich Iowa committee shall meet with the Director to prepare and submit to the Board of Trustees a proposed list of Enrich Iowa expenditure. Service on the Enrich Iowa committee shall be for one year.

Such other committees may be created by action of the Board of Trustees. All members of standing committees shall be named by the President of the Board of Trustees.

Standing committees of the board shall consist of two or three members of the Board of Trustees. The nature of the committees is advisory; no final decision of the Board of Trustees is empowered to any standing committee. As such, meetings of the Standing Committees are not public meetings, although, members of the standing committees are encouraged to allow public participation in their meetings. The Director of the library shall be informed of any meeting of any standing committee and shall make available such staff as she believes can best assist the standing committees. Standing committees may meet telephonically or by any other alternative electronic means.

The board agreed to strike the word "mission" from the first paragraph under Outreach. The sentence will read: *Additionally, the Outreach Committee is tasked with offering the Board of Trustees a statement which shall explain the role of, the importance of, and the purpose of a public library in the 21st century and for updating the statement as needed.* Greg made a motion to change the wording in the last paragraph to: *The Director of the library shall be informed of any meeting of any standing committee and shall make available such staff as he or she believes can best assist the standing committees.* Diana seconded the motion. All voted in favor and the motion passed. Members expressed interest in serving on the following committees:

- Tom: Outreach
- Jerry: Budget and Director Evaluation
- Greg: Facilities
- Diana: Enrich Iowa and Outreach
- Jeff: Enrich Iowa and Facilities
- Dede: Director Evaluation and possible advertising for the library.

Jerry suggested Marva for Outreach and Budget subject to her approval and welcomed any members to consider picking up a second committee.

- B. Chapter's Discussion: Julie explained that Main Street Café and Bakery is terminating operation of Chapters. The anticipated final day of operation is July 30, 2016. Since the café will no longer have a tenant, discussion on abandoning plans to install the required grease interceptor, and therefore closing the café, ensued. Dede made a motion of abandoning the plan of replacing the grease interceptor and asked Julie to get the costs for removing equipment from the café and removal of the grease interceptor. Greg seconded the motion. All voted in favor and the motion passed. Julie presented her handout with six different ideas for repurposing the café space:

- Convert café to a conference room – convert conference room to a quiet room.
- Relocate public computers to café, convert computer area to seating/shelving, convert copy/print area to a study room and use café storage room for ground level storage.
- Transform café into a small auditorium and enclose portion of the area outside café.
- Lease space to nonprofit organization.
- Convert café to a learning laboratory, relocate DIY studio equipment to café and convert DY studio to a quiet room.
- Convert portion of drive-through book return to a drive-through coffee shop.

NEW BUSINESS:

A. Approve Revisions to Borrowing Policy: Proposed revisions to the Borrowing Materials policy included:

- **Hoopla Loan Periods**
Video – 3 days
Music – 7 days
Other Materials – 21 days (Hoopla digital service added June 2016. Loan periods are determined by vendor.)
- **Limit Per Card**
Video games – limit of 2 (propose raising limit to 3 per account. Video games would be included in “eAudiobooks and eBooks/3 of each”.)
Hoopla Materials – limit of 6 per month (Hoopla digital service added June 2016.)
Blu-rays and DVD’s – 5 total on account (Propose removing limit. Blu-rays and DVD’s would be included in “other materials/no limit.”)
Audiobooks and music CD’s – 10 of each (Propose removing limit. Audiobooks and music CD’s would be included in “Other materials/no limit.”)
- **Renewing Materials**
Renewal of interlibrary loan materials is at the discretion of the interlibrary loan staff and lending library will be replaced with: *Renewal of interlibrary loan materials less than 43 days overdue is at the discretion of the interlibrary loan staff and lending library. Fines accrued prior to renewal are owed. However, interlibrary loan materials more than 42 days overdue may not be renewed.*
- **Reserving Materials**
All circulation materials, on-order materials, and book club kits may be placed on hold will be replaced with: *(All circulating materials and on-order materials may be placed on hold. Staff members are responsible for placing customer holds on book club kits.)*
- **Suspension of Privileges**
Propose adding the following new bullet point:
Borrowing privileges are suspended for accounts referred to a collection agency. Privileges are reinstated when all outstanding fines and fees are paid. Materials may not be renewed or reserved.
- **Overdue and Lost Materials**
Remove this statement – If the collection agency is unable to recover materials or payment, accounts may be reported to a credit bureau. (Library no longer reports accounts to a credit bureau.)

Payment is refunded if materials are returned in acceptable condition within *seven* months of payment. The refund will be the amount paid minus the maximum fine and the processing fee. In addition, the collection agency fee is not refunded. (Propose reducing seven months to one month.)

- **Damaged Materials**

Remove this statement – If the collection agency is unable to recover materials or payment, accounts may be reported to a credit bureau. (No longer able to report accounts to credit bureau.)

Greg made a motion to approve the changes to the Borrowing Materials policies. Jeff seconded motion. Diana, Jerry, Dede, Jeff, and Greg voted in favor. Tom voted against the motion. The motion passed.

B. By-Law Amendment: Jeff made a motion to approve the amended Bylaws of the Board of Trustees to read as follows: *The position of any Board Members shall be vacant if such member is absent from four regular meetings of the Board in any 12 month period except for excused absences. Virtual attendance at any meeting is permitted when a member finds it difficult to be there in person.* Tom seconded the motion. Tom, Diana, Jerry, and Jeff voted in favor and Greg and Dede voted against the motion. The motion passed.

DIRECTOR'S REPORT:

Julie met with Bruce Bernard from UCAN to discuss the idea of all non-profits joining and sharing ideas on how to help various segments of the population. They will be meeting with a representative from the school district on how the library can help immigrant children in the school system.

Julie is beginning work on the state report.

Jeff made a motion to adjourn and Greg seconded the motion. All voted in favor and the meeting adjourned at 7:15 p.m.

Jerry Brimeyer
President

Attest: Susan Nass