

URBAN DALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
June 27, 2016

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

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

CALL TO ORDER: President Ripperger called the meeting to order at 5:45 p.m. Marva read the Character Counts statement.

APPROVE AGENDA: Julie asked that item A under New Business be moved to the beginning of the meeting. Greg made a motion to approve the amended agenda. Jerry seconded the motion. All approved and the motion passed.

APPROVE MINUTES: Tom made a motion to approve the May 23, 2016 minutes. Greg seconded the motion. All approved and the motion passed.

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

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

A. Chapter's Café-Engineering Assessment: Julie did not receive the anticipated report from ISG. ISG is the engineering firm hired to develop construction plans and determine the cost of installing the grease interceptor for Chapters. The report should be available in a few days. Diana stated that the Foundation is willing to support the project.

B. Chapter's Café-Closing on Sundays: Chapters manager requested closing the café on Sundays due to the small amount of customers. Marva made a motion to approve the closure and Jeff seconded the motion. All voted in favor and the motion passed.

C. Appoint Officers for FY 16/17 Term: The nominating committee recommended the following slate of officers:

President – Jerry Brimeyer

Vice-President – Marva McCarty

Secretary – Greg Ward

Jeff made a motion to appoint these officers for the FY 16/17 term. Dede seconded the motion. All voted in favor and the motion passed.

C. Board Involvement: The board continued the discussion of forming committees that would encourage more board involvement. It was also suggested that the by-laws concerning board member attendance be altered. This will be addressed at the July board meeting.

NEW BUSINESS:

A. Community Manager-Public Relations: Janine Bauer, Community Manager, presented information about her public relations activities to promote library programs and services. She reviewed her marketing efforts involving print media, website, social media, e-newsletter, displays, community outreach and paid advertising. She also explained her ideas and plans for the future.

B. Strategic Plan Update: The board expressed their appreciation of this update and would like to see this on a quarterly basis.

DIRECTOR'S REPORT:

Julie presented a list of FY15/16 Enrich Iowa purchases. The library received \$93,316.35 in funding and spent \$93,316.33. Evaluations have been completed of all staff members and merit increases allocated. The pet show was a success with 477 people attending. The summer reading program is highly attended and the library is very busy. The parking lot work has been completed.

Marva made a motion to adjourn for a closed session to complete the director's annual performance review. Greg seconded the motion. All voted in favor and the meeting adjourned at 7:00 p.m.

Diana Ripperger
President

Attest: Susan Nass