

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
March 28, 2016

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

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 if the board could adjust the order of the agenda due to Lynnae Dingeman coming in to notarize the Polk County contract. Marva made a motion to approve the agenda. Jeff seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Jeff made a motion to approve the February 22, 2016 minutes. Marva seconded the motion. All approved and the motion passed.

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

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Security System: The decision was made at the September 2015 meeting to temporarily deactivate the security function of the 3M gates for a six month period. The board reviewed an inventory at the beginning and end of the six month period. The inventory showed the security function was not necessarily effective in reducing the number of missing materials. Dede made a motion to continue another 6 months with the security function deactivated and reevaluate at the end of that period. Tom seconded the motion. All voted in favor and the motion passed.
- B. Open Meeting Law-Tom Graves: Tom explained some results from the Iowa Supreme Court ruling concerning open meetings. Emails back and forth between Board members would qualify as a meeting if "reply all" is used to discuss business.

NEW BUSINESS:

- A. Approve Polk County Contract: Polk County contracts with the 14 public libraries located in the county to provide library service to rural residents. Jeff made a motion to approve the contract and Marva seconded. All voted in favor and the motion passed. Library staff member, Lynnae Dingeman, notarized the 3-year contract.
- B. Enrich Iowa Requests: Julie distributed copies of the FY15/16 Enrich Iowa Purchase Requests & Justifications. The library received \$93,316.35 in EI funding this year. Of this amount, \$35,106.79 has already been spent, leaving a balance of \$58,209.56. Purchase requests included:
- Minicomputer - \$500
 - Replacement Signage - \$1,000
 - Laptop - \$1,200
 - Playaway Launchpads (13) - \$1,500
 - TVs (2) - \$1,500
 - Stackable Washer/Dryer Unit - \$1,700
 - Niche Academy - \$1,800

- Large Format Printer - \$3,000
- Website Update - \$3,500
- Exterior Signage Replacement Panels (4) - \$4,000
- Tablets (10) - \$5,000
- AWE Literacy Station Tablets (2) - \$5,770
- Hoopla Digital Media Service - \$6,000
- Self-Check Station - \$6,700
- Virtual Machine Cluster Upgrade - \$9,000
- LED Outdoor Sign - \$16,900

Julie recommended the following items not be considered at this time:

- Stackable Washer/Dryer Unit - \$1,700
- LED Outdoor Sign - \$16,900
- Self-Check Station - \$6,700
- Tablets (10) - \$5,000

Tom made a motion to approve the list of Enrich Iowa requests with the removal of the above items, leaving \$25,000 in reserve. Jeff seconded the motion, all approved and the motion passed.

C. Selling Items at Library Sponsored Programs: Julie stated that the question of selling items at the library has been raised numerous times. She questioned Mandy Easter from the State Library and was advised that the board should make an amendment to the policy. Tom suggested consulting the city attorney on the matter. Tom made a motion to amend the policy and allow sales of goods to those attending library supported programs contingent on the advice of the city attorney. Dede seconded the motion. All approved and the motion passed.

DIRECTOR'S REPORT:

A. Café Update: The board discussed the problems with the equipment in the cafe including the grease interceptor. The quotes to replace the interceptor are very high. Julie is waiting to see what financial support may be received from the city or if a hardship waiver is a possibility. The café manager has asked that the hours of operation be changed--close at 5:00 p.m. instead of 6:00 p.m. on Fridays and Saturdays and to close at 4:00 p.m. on Sundays instead of 5:00 p.m.

Jeff made a motion to adjourn and Tom seconded it. All voted in favor and the motion carried. The meeting adjourned at 6:52 p.m.

Diana Ripperger
President

Attest: Susan Nass