

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
May 20, 2015

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

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

President Merrill 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 APRIL MINUTES: Tom moved to approve the minutes and Dede seconded. The motion was passed.

APPROVE BILL LIST: Diana asked for clarification on certain expenses in the data processing line item. Julie explained the expenses were annual maintenance costs for several software programs. Tom asked if the amount listed as a reimbursement to a staff member was too large and would cause a hardship for the employee. Katherine, who was the staff member, stated that she actually preferred that arrangement. Tom moved to approve the bill list. Greg seconded the motion and it was passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Approve Suspension of Privileges Policy: Tom wrote revisions to the policy. Greg moved to approve the policy, Diana seconded, and the motion passed.
- B. Enrich Iowa Funds Update: Purchasing a \$6,658 Polaris self-check machine with FY14/15 Enrich Iowa funds was approved at a prior meeting. When ordering the machine it was discovered that the machine would not be compatible with the Library's security system. Purchasing a machine that is compatible with the security system would cost approximately \$16,000. Tom and Greg both commented that they think the 3M self-check machine has not worked well with Polaris. Katherine will get quotes on updating the existing 3M machine. There was discussion of eliminating the security gates. Tom would like to discuss this further and weigh the options and savings before purchasing a new self-check machine. Julie offered to prepare a list of items that could be purchased with the \$6,658 in Enrich Iowa funds allocated for the self-check money before the deadline of 6/15/2015. Tom made a motion to allow Julie and staff to spend the remaining money at their discretion. Diana seconded the motion, Greg abstained, and the motion passed.

NEW BUSINESS

- A. Carpet Disposal: Tom motioned that we discard the carpet that is being replaced. Greg seconded the motion, all voted in favor and the motion passed.
- B. Carpet and Reconfiguration Project Bid Recommendation-FEH Associates, Inc.: Julie explained that the bids received for Phase 1 of the carpet and reconfiguration project were considerably higher than the cost estimate issued by FEH Associates. The low base bid for the General Construction Package—including the alternate—was \$296,800, 21% higher than FEH's estimate. The only bid received for the Furniture Package—including the two alternates—was \$184,453.50, 51% higher than FEH's estimate. The total for both packages is \$481,253.50. Julie presented a

funding breakdown for the entire project which showed approximately \$432,505 available for both Phase 1 and Phase 2. The City Council will be meeting on May 26, 2015 and acceptance of the bids is on the agenda. The Board's recommendation to the Council is required. The Board discussed options for continuing and funding the project. The Board discussed using FY15/16 Enrich Iowa money to cover the deficit. It is projected that all of next year's estimated \$94,000 Enrich Iowa funds will need to be committed to the project. Jeff recommended that the Board move forward with this project due to the difficulty of restarting it at a later date. Tom suggested coming up with a dollar amount to request from the Foundation at the June meeting. Tom made a motion to recommend that the City Council accept the low bid for the General Construction Package and the only bid received for the Furniture Package. Dede seconded the motion and it passed. Greg made a motion that FY15/16 Enrich Iowa money be used for this project if necessary. Tom seconded the motion and it passed.

Julie distributed samples of tile options for the lobby, café, and meeting room hallway and the warranty information on them. Greg made a motion to approve the Stone Box tile in tea sand. Dede seconded the motion and it passed

- C. Approve Revised Rules of Conduct Policy: There was discussion on the appropriate attire section of the policy. It was determined it would be difficult to define appropriate attire and that it basically is a judgment call. Dede made a motion to approve, Greg seconded and the motion passed.
- D. Approve Revised Circulation Policy: Julie provided figures which indicate that the policy of charging 50 cents for items on hold that are not picked up is not effective. She recommended removing this charge from the policy. Tom moved and Greg seconded to approve and the motion was passed.
- E. Approve Revised Computer Use Policy: This policy remains the same but is now consolidated. Greg made a motion to approve. Diana seconded the motion and it was passed.
- F. Approve Revised Collection Development and Management Policy: The important change in this policy is to restrict who can formally request reconsideration of library materials to Urbandale residents. Tom moved to approve this policy. Greg seconded it and it was passed.
- G. Director's FY 14/15 Job Evaluation: Jeff asked the Board members to complete Julie's evaluation and bring it to the June meeting.
- H. Appoint Nominating Committee for Board Officers: Greg made a motion for Tom and Jeff to prepare a nominating committee for Board officers. Diana seconded the motion and it was passed.

DIRECTOR'S REPORT:

New Service Model Implementation Status: Julie reported that the new service desk schedule has been implemented.

Diana made a motion to adjourn and Dede seconded. The motion passed and the meeting was adjourned at 6:55 p.m.

Jeff Merrill
President

Attest: Susan Nass