

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
September 28, 2015

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

STAFF PRESENT: Julie Wells, Susan Nass.

CALL TO ORDER: President Ripperger called the meeting to order at 5:50 p.m. Tom read the Character Counts statement.

APPROVE AGENDA: The agenda was approved with the addition of reducing the height of adult fiction shelving.

APPROVE MINUTES: Jerry moved to approve the August minutes and Marva seconded the motion. All approved and the motion was carried.

APPROVE BILL LIST:

Julie explained that all expenditures were standard. Tom made a motion to approve the bill list. Jerry seconded the motion, all voted in favor, and the motion passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet & Reconfiguration Project Update: Julie reported that the project has been progressing smoothly and the construction has been accomplished without having to close the library to the public. The adult collection and computers are being moved back into place this week. The tile work is almost completed and the carpet will be replaced in the meeting rooms soon. Chapter's Café should be able to re-open by the end of the week.
- B. Security Gates: Julie provided information regarding the cost of security strips for materials. Katherine did an inventory of specific collections which revealed that the number of missing items is very low. The board discussed the option of not utilizing the security portion of the gates, only the counting function. The board asked for Julie's recommendation and she shared that she did not feel that the security gates were that effective against loss. Jeff made a motion to eliminate the security function of the gates. Jerry seconded the motion, all voted in favor, and the motion passed. The situation will be re-evaluated in six months.

NEW BUSINESS:

- A. Windsor Heights 28E Agreement: The agreement is currently being reviewed by the city attorney. It will be available for approval at the next board meeting.
- B. Shelving: The height of a small segment of adult fiction shelving needs to be cut down to match other fiction shelving. It is less costly to do this now while the shelves are empty. Julie requested that FY15/16 Enrich Iowa money be used to fund this. Tom made a motion to approve using \$4,000.00 to alter the shelves. Marva seconded the motion. All voted in favor and the motion passed.

DIRECTOR'S REPORT:

- A. Chapters: The board discussed waiving rent for Chapter's Café due to the construction affecting business and the necessity of Chapters closing during the tile replacement. Tom made a motion to waive two months' rent and Marva seconded the motion. All voted in favor and the motion passed.

- B. Capital Crossroads: Julie shared information regarding the Capital Crossroads committee that she is participating with. This committee promotes cooperation between departments within neighboring cities. The goal is to share costs with libraries and human resources. She is working on shared staff training between libraries.
- C. Strategic Planning: Julie reported that the first community meeting of strategic planning process was successful in learning what the needs are in the community. The second meeting will focus on how the library can help meet those needs. It was discussed that the board should consider evaluating goals and plans on a yearly basis.

Marva made a motion to adjourn and Jeff seconded. The motion passed and the meeting was adjourned at 6:25 p.m.

Diana Ripperger
President

Attest: Susan Nass