

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JANUARY 30, 2006**

The meeting was called to order at 7:00 P.M. by President Jose Garcia.

Members Present: Jose Garcia, Matt Carver, Marlyn McKeen, Neva Fowler, Mark Zlab and Betty Hamilton (via phone).

Staff Present: Sara Pearson, Susan Clemmensen and Debbie Sires.

Guests Present: Piers Plaskitt and Travis Huaitt.

The minutes of the last meeting were approved by Marlyn, second by Matt; motion carried.

Bill list was approved by Mark, second by Marlyn; motion carried.

Sara explained the Budget to Actual document. Normally at this time of year, this figure should be at 58% and it is, which looks very good.

Piers addressed the Board regarding the Coffee Shop's finances and management. He introduced Travis Huaitt, who is the new general manger of Chapters and Stella's. Piers is now employed by another firm which necessitated hiring a manger to oversee the restaurants. Randy is still the manager at Chapters, reporting to Travis. Travis will come in to open the coffee shop if Randy is delayed.

Chapter's has a new menu which was shown to the Board. They are trying new weekly specials and welcome any input from the staff and patrons regarding comments on food quality, atmosphere, etc. Their goal for 2006 is to break even. A new accounting firm has been hired and Piers should have figures for the next meeting. Their lease is good for 2 more years.

Mark officially welcomed Travis to Chapter's and wished them success.

Old Business: Sara and Marlyn attended the budget meeting with the City Council and went through the approved budget with the Board. Sara was very happy with the budget this year which totals \$1.87 million. The Board approved spending Enrich Iowa monies on:

Cisco 48 Port Switch	\$6,092
18 Network Cable Drops	\$4,479
Web Server with 4 Year Warranty	\$4,590
KVM Cables	\$360
2 Domain Controllers	\$9,180
Books	\$10,000
DVDs	\$2,000
Books on CD (includes classics)	\$3,000
Compact Discs	\$2,000
Picture Printer	\$200

Our available Enrich Iowa money totals \$95,153.26 and it must be spent by the end of June. Sara will get quotes on a surveillance system for the library. The repair of the front entry to

the building will be put in the budget again next year. Landscaping ideas for the area between Sara's office and the meeting room areas were discussed. It was suggested that the Urbandale Garden Club be contacted to see if they would be interested in doing some landscaping with flowers in that area. Betty was concerned about how water problems would affect that area and asked that that issue be addressed before any landscaping is done. Sara also mentioned that she had seen Wall Talker's which is a tack board for the meeting room areas when she toured the new Des Moines Public Library. She will check on pricing for our meeting rooms.

The Volunteer Luncheon will be held April 27th in the meeting rooms at the library.

Jose shared with the Board that he has an interest in developing a plan for artists to display their sculptures outside the library. He feels that this would add interest to the building and also be part of the arts that libraries promote.

The Board was told about a patron who became irate when told that he could not set up a table in the entry hall for signing petitions.

Pat Clark is retiring January 31st. The Staff will take her out to dinner and the City buys a cake and gives retirees \$50.

The Board approved hosting a Staff Appreciation Luncheon again this year.

Sam Haim has moved to Oklahoma City.

Mark moved that the meeting be adjourned at 8:15 P.M, Neva seconded. The meeting was adjourned.

Respectfully submitted,

Jose Garcia
President

Mark Zlab
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
FEBRUARY 27, 2006**

Board President Jose Garcia called the meeting to order at 7:08 P.M.

Members Present: Jose Garcia, Marlyn McKeen and Neva Fowler.

Staff Present: Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

Jose read the Character Counts statement to the group. It will be included on the agenda for future meetings.

Sara presented Steve Lytle's letter to the Board thanking them for the art print given to the library in his honor commemorating his years of service to the library. There was also a card from the library staff to the Board thanking them for the Staff Appreciation Luncheon held earlier that day.

Sara presented the March Calendar.

Mark Zlab and Julie Kroll arrived at the meeting.

Unfinished Business: Chapter's Café had requested that they be kept informed of any problems with service, cleanliness or early closing times at the café. Travis Huaitt is trying to resolve any problems in order to provide better service. They also requested the use of a panini machine. Marlyn made a motion to allow use of a panini machine in the café and reevaluate any problems or lack thereof after 60 days. Neva seconded the motion. Motion carried.

Marlyn made a motion to approve the January Board minutes. Mark seconded the motion. Motion carried.

Marlyn made a motion to approve the February bill list, check numbers 145-177. Mark seconded the motion. Motion carried.

Items that were approved for expenditure of the Enrich Iowa monies have been purchased. New shelves have been put up in the public restrooms. A new bench has been added by the book return. Sara will bring more information about she and Trish's conversations with surveillance system providers to the next meeting.

New Business: When library cards are issued, we have never imposed any extra limits on check outs other than those mandated by our policy. Some patrons are coming in to get their new cards, checking out the limits in audiovisual materials and as many print materials as they want, and never returning any of them. When we try to find them later, they have already moved or disappeared from our radar. We are losing large amount of materials with no way of recovering them. Possible solutions being considered are requiring 2 forms of ID, both with the same **current** address instead of the 1 form of ID we now accept and limiting the number of items checked out the first time to 2-5 items. Sara will check with other libraries in the area to see how they have addressed this problem and will report any findings at the next meeting.

Sara will be gone March 10th through the 19th.

The next meeting will be March 27th.

Marlyn made a motion to adjourn the meeting. Mark seconded the motion. Meeting adjourned.

Respectfully submitted,

Jose Garcia
President

Mark Zlab
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
MARCH 27, 2006**

The meeting was called to order by President Jose Garcia at 7:30 P.M. Jose read the Character Counts statement.

Members Present: Jose Garcia, Julie Kroll, Marlyn McKeen, Matt Carver and Neva Fowler.

Staff Present: Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

It was suggested that the next time the Board meets after a Foundation meeting, the Board meeting could start at 7:00 P.M.

Minutes of the February 27th meeting were presented. A motion to approve the minutes was made by Marlyn, seconded by Julie. Motion carried.

The bill list was presented. A motion to approve the bill list was made by Marlyn, seconded by Matt. Motion carried.

Unfinished Business: Sara has talked to AVI, Iowa Parking Lot Solutions and Baker Group regarding the surveillance system to be purchased with Enrich Iowa funds. After discussion and with Sara's recommendation, it was decided that Iowa Parking Lot Solutions was offering the best system at the lowest comparable price. After reading the documentation of all 3 providers, Jose concurred with Sara's recommendation. Marlyn moved that the Board authorize purchase of the surveillance system from Iowa Parking Lot Solutions, Julie seconded the motion. Motion carried.

Sara also presented information on Wall Talkers. It was suggested that we replace the existing wallpaper in the 2 meeting rooms and conference room with Wall Talker white boards framed with corkboard on the top and bottom. This will be more conducive to patrons using the meeting rooms and conference room and will be much more effective than having post it notes put all over the walls. They will also put Koroguard in the study rooms to repair the wallpaper that has been damaged from wear and tear. The actual product for all the projects listed totals \$3,809. Color Inc will install the products for a cost of \$2,976. The total work to be done, product and installation - \$6,785. Neva had done some research into a product available with Office Depot but it was decided that it would be more costly than the Wall Talkers product. Marlyn made a motion to approve the expenditure to purchase and install the Wall Talker and Koroguard products, Matt seconded the motion. Motion carried.

The Engineering and Public Works Department will correct the water problem in the grassy area between Sara's office and the meeting room wing on the front of the library. Jim Fazio, the Parks Department Director, worked with TNT Landscaping and has approved their plan of berming and landscaping this area. Marlyn made a motion to spend the balance of the Enrich Iowa money on the landscaping bid and the Foundation will cover the remaining expense. Neva seconded the motion. Motion carried. Jose asked Sara to approach Jim Fazio and have him look over the plans again before the work starts. Shelly Kemp, the coordinator of the Urbandale Farmer's Market, has contacted Sara about

donating some of their proceeds to also be used for additional landscaping to beautify the library.

New Business: Sara reported that the roof fasteners are coming undone in every quadrant. The roof has a 5 year guarantee but the company has gone out of business. Larson & Larson is attempting to find the company to do the warranty work.

Citizen's Forum: No citizens were present.

Director's Report: The April Calendar of Events was presented. National Library Week will be celebrated April 2nd through the 8th. Bookmarks commemorating the week will be handed out by the Circulation Staff. The Valley Junction Embroiderer's Guild has also donated handmade embroidered bookmarks.

Susan is updating the rules brochure.

Julie made a motion to adjourn the meeting at 8:45 P.M. Neva seconded the motion. Meeting adjourned.

Respectfully submitted,

Jose Garcia

President

Debbie Sires

Acting Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
APRIL 24, 2006**

The meeting was called to order by Acting President Julie Kroll at 7:00 P.M. The Character Counts statement was read.

Members Present: Julie Kroll, Betty Hamilton, Matt Carver and Neva Fowler.

Staff Present: Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

The minutes of the March 26, 2006 meeting were presented. Neva made a motion to approve the minutes, Matt seconded the motion. Motion carried.

The bill list was presented and explained. Betty made a motion to approve the bill list, Matt seconded the motion. Motion carried.

Unfinished Business: Sara passed out a list of what has been spent of the Enrich Iowa funds and what is left. Sara recommended buying more computers for the public. The computers are always very busy and there is usually a waiting list. Matt moved that we purchase 7 computers and the necessary accompanying hardware, Neva seconded the motion. Motion carried. Any remaining Enrich Iowa funds will be used to purchase more materials for the library.

New Business: The Public Faxing Policy was tabled until the next meeting when we will have more information on what other libraries charge for this service.

On April 25, board members will receive via email publicity about the library which will be sent to businesses. Feedback is welcome.

The updated brochure was presented. Matt moved that we approve the brochure with revisions, Neva seconded the motion. Motion carried.

Citizen's Forum: No one was present.

Director's Report: Sara distributed the May Calendar of Events. Linda is now making school visits to promote the Summer Reading Club.

The library will have a summer intern working 10 hours per week. Her duties will include publicity and reviewing policies.

Larson & Larson found that our roof warranty was for 5 years. Sara contacted Wood Roofing to fix the loosened fasteners. We will now have a roof and gutter inspection annually.

The landscaping project will start Monday, May 15th. The library web page will explain that this project has been made possible with funds from Enrich Iowa and the Urbandale Public Library Foundation.

Betty moved that the meeting be adjourned at 8:00 P.M. Neva seconded. Motion carried.

Respectfully submitted,

Julie Kroll
Acting President

Debbie Sires
Acting Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
MAY 22, 2006**

The meeting was called to order by acting President Julie Kroll at 7:05 P.M. The Character Counts Statement was read.

Members Present: Betty Hamilton, Neva Fowler, Julie Kroll, Mark Zlab and Matt Carver.

Staff Present: Sara Pearson, Trish Dimond, Susan Clemmensen, Debbie Sires, and Valerie Ames, an Intern for the summer.

Citizens Present: Steve Getz

Betty made a motion to approve the April 24, 2006 minutes. It was seconded by Neva. Motion carried.

The bill list was presented. Mark made a motion to approve the bill list, seconded by Matt. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: The First Search Contract was presented. This contract provides free unlimited databases and is accessible to patrons online. A motion to approve the contract was made by Mark, seconded by Betty. Motion carried.

After discussion, Matt moved that we adopt the Revised Fax Policy, which lowers the fees charged to patrons for this service. Neva seconded the motion. Motion carried.

A Staff Discount Policy was proposed to the Board. Currently, the Staff pays less than the public to make copies and send faxes but the library still makes a profit. It was decided that we continue this practice as it is now but to be aware of rising prices for supplies and to raise the Staff's cost accordingly. Mark moved that we check prices in a year, Matt seconded the motion. Motion carried.

Betty moved that we approve the Interlibrary Loan Contract with the State of Iowa, Neva seconded the motion. Motion carried.

Citizen's Forum: No comments from Mr. Getz.

Director's Report: The Summer Reading Club starts soon. The Foundation approved the Youth Services Librarian's request for purchasing zoo programs to be presented this summer. Information about the landscaping project is on the library's web page.

Matt moved that the meeting be adjourned at 8:15 PM, Mark seconded the motion. Meeting was adjourned.

Respectfully submitted,

Julie Kroll
President Pro Tem

Debbie Sires
Acting Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JUNE 26, 2006

President Jose Garcia called the meeting to order at 7:25 P.M. and read the Character Counts statement.

Members Present: Jose Garcia, Mark Zlab, Neva Fowler, Julie Kroll and Betty Hamilton.

Staff Present: Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

The minutes of the May 22, 2006 meeting were presented. Julie made a motion to approve the minutes, seconded by Mark. Motion carried.

The bill list was presented and discussed. Mark made a motion to approve the bill list, seconded by Julie. Motion carried.

Sara reported that the security cameras are installed and working.

Downloadable audio books will be available soon. They will be publicized on our web page. Downloadable audio book titles will appear in the catalog as an additional option.

Unfinished Business: There was no unfinished business.

New Business: Julie and Betty will serve as the Nominating Committee for the slate of officers. Betty moved that Mark be appointed as Board Liaison to the Foundation for a 3 year term, Julie seconded the motion. Mark accepted. Motion carried.

Evaluation forms were distributed to the Board for Sara's job evaluation. Jose will collect input from all members and return it to Sara by July 15th.

The Chinese Association of Iowa donated more items to the library. Compressor Control Corporation donated 3 book carts.

Julie moved the meeting be adjourned at 8:00 P.M., seconded by Mark. Motion carried.

Respectfully submitted,

Jose Garcia
President

Mark Zlab
Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JULY 24, 2006

President Jose Garcia called the meeting to order at 7:02 P.M. and read the Character Counts statement.

Members Present: Matt Carver, Neva Fowler, Jose Garcia, Betty Hamilton, Julie Kroll, Marlyn McKeen, and Mark Zlab.

Staff Present: Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

Marlyn made a motion to approve the June 26, 2006 minutes, Betty seconded the motion. Motion carried.

Marlyn made a motion to approve the Bill List, Betty seconded the motion. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: Jose announced Neva's resignation from the Board effective August 1, 2006.

The Nominating Committee presented their slate of officers to the Board as follows:

Marlyn McKeen – President

Mark Zlab – Vice President

Matt Carver – Secretary

Julie made a motion to approve the slate of officers as presented, Jose seconded the motion. Motion carried.

Sara explained the following contracts to the Board and recommended we continue participating in these programs: Open Access, Enrich Iowa and Direct State Aid and Access Plus. \$95,153.26 was received from participation in these programs. Marlyn made a motion that the Board sign the contracts for another year, Betty seconded the motion. Motion carried.

Sara also distributed information regarding Library Board 101 classes which are geared toward new members but are available for all who are interested to attend. You may register for these classes online. Marlyn will get more information.

The Wall Talkers product in Meeting Room B has been damaged by children attending a People to People meeting with their parents. People to People have been told that they will be assessed the \$1,000 repair cost. In order to avoid future problems, Mark suggested a sign be prominently displayed explaining the fragility of the product. If People to People does not pay the repair cost, the Board agreed to go ahead with the repair and send a bill to the organization.

Director's Report: Chapters has paid ½ of their rent payment. Preliminary work is being done to add downloadable audio books to our catalog. August 1st is the target date to have them available for patrons. One thousand books will be put on the catalog initially with 30 more added each month. Multiple users can access the books at the same time.

We have received \$600 for Brandon Patterson's memorial so far. A tree and plaque will be purchased.

Mark made a motion to go into a closed session to discuss Sara's job review at 7:40 P.M., seconded by Marlyn.

Julie moved and Mark seconded to come out of closed session.

Marlyn moved and Mark seconded the meeting be adjourned.

Respectfully submitted,

Jose Garcia
President

Mark Zlab
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
AUGUST 28, 2006**

The meeting was called to order by President Marlyn McKeen at 7:00 P.M. The Character Counts statement was read.

Members Present: Betty Hamilton, Matt Carver, Marlyn McKeen and Julie Kroll.

Staff Present: Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

A motion to approve the minutes of the last meeting was made by Betty, seconded by Julie. Motion carried.

The bill list was discussed. Betty made a motion to approve the bill list, seconded by Julie. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: The Johnston Contract was discussed. They will be billed for downloadable books next year. Matt made a motion to approve the contract, seconded by Betty. Motion carried.

There was discussion about increasing the fee charged for our interlibrary loan service. The minimum postage cost to mail materials is \$1.13. It was decided to increase our fee to \$1.25 from the current \$1.00 fee to cover increasing postage costs. Julie moved we increase our fee as of October 1, 2006, seconded by Betty. Motion carried.

Director's Report: Applications are being taken for the adult services librarian position we have available. The City of West Des Moines Human Resource department is assisting with this process.

The September Calendar of Events was presented.

Julie discussed the Chapter's Financial Statement for the last 6 months. It shows that they made a profit of \$4 and there is no category for rent. By the end of the year, we should have a balance sheet from Chapter's. Matt found on their contract that under Item 17, they should be providing the Board with a balance sheet. This will be due next quarter and ask them to show where the rent is shown.

Susan gave a demonstration of downloadable books that are available on the library catalog.

Julie moved that the meeting be adjourned at 7:55 P.M., seconded by Betty. Meeting was adjourned.

Respectfully submitted,

Marlyn McKeen
President

Debbie Sires
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
SEPTEMBER 25, 2006**

The meeting was called to order by President Marlyn McKeen. Betty Hamilton read the Character Counts statement.

Members Present: Matt Carver, Jose Garcia, Betty Hamilton, Julie Kroll, Marlyn McKeen and Mark Zlab.

Staff Present: Sara Pearson, Susan Clemmensen and Debbie Sires.

Betty made a motion to approve the August 28, 2006 minutes, seconded by Julie. Motion carried.

After Sara explained the bill list, Jose made a motion to approve it, seconded by Mark. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: Sara will have the budget ready for the October 23rd Board meeting. Matt, Betty and Marlyn were appointed to serve on the budget committee. They will meet with Sara on October 17th.

The Meeting Room Policy needs to be revised again. Susan explained the new proposed additions to the Board. A statement was added to the policy about “no shows” for meetings losing their booking privileges if their meeting is not canceled one week ahead of their meeting date. Mark suggested that people booking the meeting room be required to sign the policy showing they have read it and will abide by the rules. He questioned the legality of assessing any damage to the rooms without a signed policy. Susan will explore different ways to have patrons sign the policy before their scheduled meeting dates. Matt suggested we add a statement about using only approved markers on the wall boards in the meeting rooms. Mark moved to adopt the policy with the amendment about canceling meetings and using only approved writing materials on the wall boards. Betty seconded his motion. Motion carried.

Sara told the Board that Jane Hansen is retiring in December and Shobana Rao will take over her position.

Julie moved for adjournment at 8 P.M., Mark seconded her motion. Meeting was adjourned.

Respectfully submitted,

Marlyn McKeen
President

Matt Carver
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
OCTOBER 23, 2006**

The meeting was called to order by President Marlyn McKeen. Matt Carver read the Character Counts statement.

Members Present: Bruce Bernard, Matt Carver, Jose Garcia, Marlyn McKeen and Mark Zlab.

Staff Present: Sara Pearson, Susan Clemmensen and Trish Dimond.

Introduction of Bruce Bernard as a new member of the board of trustees.

Mark made a motion to approve the September 25, 2006 minutes, seconded by Jose. Motion carried.

After Sara explained the bill list, Mark made a motion to approve it, seconded by Bruce. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: Chapters still has not provided the requested financials to Sara. Marlyn asked if the board might receive the numbers in November or shortly thereafter. Sara said that she would check with Chapters.

Review of the Budget, as follows:

Sara explained how the budget is organized, and that requests were placed in order of priority within each subsection. Sara further explained the change in IPERS and the expected insurance increase. A detailed discussion of the budget followed.

Sara stated that she would be on vacation for 2 weeks, starting October 30.

The 2007 Board/Foundation schedule was distributed.

Sara noted that March meeting will actually be held on April 2 and the December meeting will occur on December 17 because of Christmas.

Mark made a motion to approve the meeting schedule, seconded by Jose. Motion carried.

The 2007 holiday schedule was discussed. The only change from 2006 will be the Christmas holiday. Sara requested the library be closed Sunday, December 23rd as well as December 24th and 25th. Jose made a motion to approve the change and accept the entire holiday schedule, seconded by Bruce. Motion carried.

The Board discussed a request by Des Moines Knitting Guild to have a mitten tree in the library where patrons could drop off mittens and gloves. Members of the guild would knit mittens. Matt made a motion to approve the Des Moines Knitting Guild's request, with the stipulation that there would be no sign stating that the Des Moines Knitting Guild was

sponsoring the mitten tree, but rather that the library may acknowledge that the Des Moines Knitting Guild was donated mittens, seconded by Bruce. Motion carried. Bruce recommended that the mittens may be given to the West Des Moines Human Services. Jose mentioned that the mittens might also go to the Urbandale Caring Corps. Sara had talked to the Caring Corps and they would be happy to be the recipient of the mittens.

Citizen's Forum: There were no visitors present.

Director's Report: Sara described new staff hires. Sara referenced the 2006 Iowa Public Library General Information Survey submitted annually to the State Library.

Jose moved for adjournment at 8:30 P.M., Mark seconded his motion. Meeting was adjourned.

Respectfully submitted,

Marlyn McKeen
President

Matt Carver
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
NOVEMBER 27, 2006**

The meeting was called to order by President Marlyn McKeen at 7:00 P.M. Bruce read the Character Counts statement.

Members Present: Marlyn McKeen, Bruce Bernard, Matt Carver, Julie Kroll and Mark Zlab.

The minutes of the previous meeting were presented. Bruce moved that the minutes be approved, seconded by Matt. Motion carried.

Sara introduced Carmen Epstein, the new Adult Services Librarian who started November 13th.

Unfinished Business: Sara presented the revised budget and went over the newest changes. Two new categories have been added to further break down expenditures – Advertising and Publications and Vehicle and Equipment Repair. Mark moved that the budget be approved, seconded by Julie. Motion carried.

New Business: Jeanette Andrews, Reference Manager, explained Next Reads to the Board members. It is a newsletter through email with reading suggestions for patrons by topic selected. It is updated monthly and costs \$1200 for 12 months. It has been included in the budget but, if it is not approved, it might be brought up as a funding suggestion.

Citizen's Forum: No citizens were present.

Director's Report: Sara reported that Jane Hansen is retiring after 17 years. There will be an Open House December 29th from 2 to 4 in Meeting Room A. There will also be a dinner for Jane with the Staff that evening.

The Calendar of Events was discussed.

People to People's insurance company has paid the entire bill for damage to our wall talker product.

There was no financial report from Chapter's this month. Sara will request it again.

A motion to adjourn was made by Mark at 7:45 P.M., seconded by Bruce. Meeting was adjourned.

Respectfully submitted,

Marlyn McKeen
President

Debbie Sires
Secretary Pro Tem

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 18, 2006**

The meeting was called to order at 7:36 P.M. by President Marlyn McKeen.

The Character Counts statement was read by Mark Zlab.

Members Present: Bruce Bernard, Julie Kroll, Marlyn McKeen and Mark Zlab.

Staff Present: Sara Pearson, Trish Dimond and Debbie Sires.

The minutes of the November meeting were presented for approval. Bruce moved that the minutes be approved, seconded by Julie. Motion carried.

The Bill List was discussed. Julie made a motion to approve the bill list, seconded by Mark. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: Carmen Epstein, the new Adult Services Librarian, presented the proposed program policy which states what programs will be offered and how. Her programs will enhance our Mission Statement. Carmen told the Board that the Foundation had approved a budget to sponsor programs. These programs will be publicized as being sponsored by the Foundation. Carmen will bring a revised policy to the Board in January for their final approval.

Patrons are complaining about slow internet service. Trish and Rus are trying different ways of limiting internet usage bandwidth and have talked to other area libraries about how they have dealt with this problem. West Des Moines library does not allow any streaming by patrons. Trish and Rus will ask them how they are able to accomplish this. There is software available to impose limits also but we need to be very careful as City staff and the public are on the same network. Board awareness of the problem is important as patrons might possibly contact them. Final approval of any limits to internet usage will be a Board decision.

Director's Report: Sara presented the Calendar of Events and reminded the Board that Jane Hansen's retirement party will be held December 29th in the library meeting rooms from 2-4 P.M.

Susan had refused to allow a patron to hold a seminar in the library meeting rooms because he collects a fee of \$100 which is a violation of our meeting room policy. The patron then wrote a letter to the Board. The Board upheld Susan's decision.

Mark moved that the meeting be adjourned at 8:25 P.M., seconded by Bruce. Motion carried.

Respectfully submitted,

Marlyn McKeen
President

Debbie Sires
Secretary Pro Tem