

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JANUARY 28, 2008**

President Mark Zlab called the meeting to order at 6:20 P.M., reading the Character Counts statement.

**Members Present:** Bruce Bernard, Matt Carver, Marlyn McKeen, Sheila Whalen and Mark Zlab.

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

Bruce made a motion to approve the bill list, seconded by Marlyn. Motion carried.

**Unfinished Business:** Sara presented the budget by line item to the Board, pointing out what has been removed and the new dollar amounts. Sara will attend the City Council meeting January 29. Mark will also attend. At the February meeting, Sara will have a list of items for Enrich Iowa money expenditures.

**New Business:** Interview times were arranged with 3 restaurant representatives to make a presentation to Board members for their consideration as operators of Chapters Café. The General Store Eatery in West Des Moines, Espresso 42, currently operating out of Plymouth Congregational Church, and Mustard's Restaurant were the selected applicants for interviews. The Board felt that all 3 had sufficient restaurant and catering experience. Mustard's currently operates the coffee shop in the Des Moines Public Library in its downtown location. Bruce offered to contact Saul Amdursky, Director of the Des Moines Public Library, for his opinion on Mustard's. Marlyn will contact friends associated with Plymouth Congregational Church to see what their experience has been with Espresso 42. It was decided that the Board would then meet in a special session on Thursday, January 31<sup>st</sup> to discuss their findings and make a final recommendation on the selected operator of the coffee shop.

The Board then went over the coffee shop contract. The length of the contract will be decided with the new operator. It should start with a minimum of 1 year and go from there. Rent will be set with a percentage of the gross but the base rent will be set at \$500 per month. The coffee shop will have exclusive catering rights to all meetings in the library. The coffee shop operator will have no rights to sell the coffee shop and no equipment may be taken from the premises. A line regarding food poisoning and the library or coffee shop's liability will also be added to the contract. The coffee shop operator will be required to subscribe to their own copy of the Des Moines Register to be available for customers. Sara will have a copy of the corrected contract available at the special session on Thursday. Marlyn made a motion to approve the changes to the contract as suggested, seconded by Sheila. Motion carried.

**Citizen's Forum:** No one present.

**Director's Report:** Sara reminded the Board that Ellen Graham's retirement reception will be February 29<sup>th</sup>. Sara informed the Board of a water leak discovered by Brad Hansen, custodian. Johnson Controls will be responsible for damage incurred as a result of the leak that originated in the boiler area.

Bruce made a motion to adjourn the meeting at 9:30 P.M., seconded by Marlyn. Meeting was adjourned.

Respectfully submitted,

Mark Zlab  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**FEBRUARY 25, 2008**

President Mark Zlab called the meeting to order at 7:00 P.M., reading the Character Counts statement.

**Members Present:** Bruce Bernard, Matt Carver, Sheila Whalen and Mark Zlab.

**Staff Present:** Sara Pearson and Trish Dimond.

**Citizen's Present:** James P. Koher.

Bruce made a motion to approve the minutes from the January 28<sup>th</sup> and January 31<sup>st</sup> meetings as written, seconded by Matt. Motion carried.

Matt made a motion to approve the bill list, seconded by Sheila. Motion carried.

**Unfinished Business: Contract:** Dion Cobb representing Mustard's presented the signed contract to Sara. Mr. Cobb asked that the Board consider 3 non-contractual requests: 1) waiving the first month's rent in exchange for an enhanced staffing level and promotional considerations, 2) accepting hours of operation as follows: 8:30 A.M. until 8:00 P.M. Monday through Thursday, and 8:30 A.M. through 6:00 P.M. Friday and Saturday, closed Sunday, 3) a one time \$500 equipment allowance to be used at Mustard's discretion with any equipment purchased being available at no cost to the vendor who might follow Mustard's.

Mr. Cobb noted that adjustments to the proposed hours will be considered to accommodate demand. Additionally, Mustard's will cater meetings outside of the above hours of operation whenever the need arises.

Mustard's anticipates having 3 staff on duty initially, adjusting staff as the demand warrants. Possible promotions include coupons, 1/2 price sandwiches, discounted /free coffee, promotions benefiting the Library Foundation, etc. Any coupons that might be offered may not be made available until 3-4 weeks after opening day. Opening day will likely be mid-March.

Matt moved approval of the above requests as stated, seconded by Sheila. Motion carried.

**Preliminary Menu:** Mr. Cobb presented a menu for the Board's review. He anticipates that several offerings will be available each day, with specials and a variety of other items integrated into the menu, as demand warrants. Both cold and hot items will be available. Cold sandwiches will be available from the refrigeration unit. Both cold and hot items will be prepared off-site and brought to the café.

Prices have not been determined as yet, pending discussions with various food vendors. Mr. Cobb anticipates that prices will be comparable to those at Mustard's restaurants. They recognize the need to be competitive with other vendors.

**New Business:** Distribution of Enrich Iowa funds: Sara presented recommendation totaling \$43,125. Items totaling \$21,303 had been deleted from the budget request submitted to the City Manager. Approximately \$55,000 remains in the Enrich Iowa fund, which will need to be spent by 7/1/08. Additional items are being researched and will be brought to the Board this spring. Enrich Iowa may be reduced by 18% in FY08-09.

Matt moved approval of the Enrich Iowa recommendations, seconded by Bruce. Motion carried.

Meeting Room Policy: Sara recommended that the policy be modified to recognize Mustard's exclusive rights to catering in the library. Failure to follow the policy will result in loss of meeting room privileges for a period of 6 months, a second infraction will result in use of the meeting room privileges being denied. Any group with an existing commitment with another vendor will be allowed to honor that commitment until 7/1/08.

Motion by Bruce, seconded by Matt to approve the policy change. Motion carried.

Service/Maintenance Agreement with Hussman: Sara commented that Hussman, formerly known as Taylor Industries, was asked to evaluate the conditions of the café equipment following Chapter's closure.

Hussman has offered a maintenance agreement at a cost of \$1,035 semi-annually. Time and material charges are possible for any additional work with labor offered at "street rates" and a "truck charge" of \$45 per call. Sara pointed out that the dishwasher and ice machine are new and that Mustard's will provide its own espresso machine.

Mark moved, seconded by Bruce that Hussman be offered a one time opportunity to service existing equipment at a cost not to exceed \$1,000, with no long term service contract. Motion carried.

**Citizen's Forum:** Mr. Koher commented that he enjoys using the library and is interested in becoming involved on a Board or Commission. Sara referred him to the City website to complete the Mayor's Board/Commission application.

**Director's Report:** Sara reported that Beth Loecke will be taking Carmen Epstein's position at the reference desk as Carmen is filling the position vacated by Ellen's retirement. Sara is interviewing for a part-time public relations/adult programming coordinator.

Sara also reported that she will be retiring at the end of February 2009. Her future plans are uncertain. The Board will review Sara's succession plan and move forward accordingly. Mark will contact Urbandale's Human Resources representative for guidance.

Respectfully submitted,

Mark Zlab  
President

Bruce Bernard  
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**APRIL 7, 2008**

Vice President Matt Carver called the meeting to order at 7:15 P.M., reading the Character Counts statement.

**Members present:** Matt Carver, Julie Kroll, Marlyn McKeen and Betty Hamilton by phone.

**Staff present:** Sara Pearson and Debbie Sires.

Marlyn made a motion to approve the minutes of February 25, 2008, seconded by Julie. Motion carried.

Sara went over the bill list. Matt clarified that the reimbursement to Carmen Epstein was for supplies purchased for the Teen Video Game Night. Marlyn made a motion to approve the bill list, seconded by Julie. Motion carried.

**Unfinished Business:** Sara explained the Enrich Iowa expenditures to date. She then presented a list of items to be purchased with the remaining funds, explaining the reason each item is needed. Marlyn made a motion to approve the list as presented, seconded by Julie. Motion carried.

During National Library Week, April 14, the Circulation Staff will be handing out coupons for free coffee and \$1 off lunch to promote the coffee shop.

**New Business:** Succession Planning will be discussed at the next meeting. Sara suggested that the Board could use Karla Lower, Human Resources Administrator, to help them with this task. She would be willing to help decide issues like flexibility in salary and benefits. Sara will ask her to attend the May meeting.

**Citizens Forum:** No one was present.

Sara presented the April Calendar of Events.

Marlyn made a motion to adjourn the meeting at 7:55 P.M., seconded by Julie. Meeting was adjourned.

Respectfully submitted,

Matt Carver  
Acting President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
APRIL 28, 2008**

Acting President Bruce Bernard called the meeting to order at 7:00 P.M. Sheila read the Character Counts statement.

**Members present:** Bruce Bernard, Sheila Whalen, Marlyn McKeen and Julie Kroll.

**Staff present:** Sara Pearson and Debbie Sires.

Marlyn made a motion to approve the April 7, 2008 minutes, seconded by Julie. Motion carried.

Sara went over the bill list with the Board. Noted on this bill list were staff who attended the PLA Conference and were reimbursed for their expenses. Marlyn made a motion to approve the bill list, seconded by Julie. Motion carried.

**Unfinished Business:** There was no unfinished business.

**New Business:** Two Board members serving on the Urbandale Public Library Foundation, Inc. have terms expiring June 30, 2008 – Marlyn McKeen and Betty Hamilton. Marlyn agreed to serve another term but Betty does not wish to be reappointed. Sheila Whalen offered to serve as the Board liaison to replace Betty on the Foundation for a 3 year term. Julie made a motion to nominate Sheila Whalen and Marlyn McKeen to the Foundation, seconded by Bruce. Motion carried.

Bruce and Julie agreed to serve as the nominating committee for election of officers to the Board of Trustees.

Sara reported that the Polk County Bylaws have been redrafted but several changes were suggested. The revised Bylaws are being developed. When they have been completed, Sara will send the information out to all the Board members for their perusal.

The Board was given job review materials to evaluate Sara for this year. On May 19<sup>th</sup>, the Board will meet at 6:15 P.M. to discuss this as a group.

**Citizen's Forum:** Students from an Urbandale High School government class were in attendance. Stephanie Mundt, Beth Lloyd, Anna Bernard, Hannah Gibson, Beth Lindberg, Caitlin Palar and Bryan Schwartz were all present.

**Director's Report:** Sara passed out the May Calendar of Events and reported that Chapter's is doing well.

Marlyn made a motion to adjourn the meeting at 7:25 P.M., seconded by Sheila. Motion carried and the meeting was adjourned.

Respectfully submitted,

Bruce Bernard  
President Pro Tem

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MAY 19, 2008**

President Mark Zlab called the meeting to order at 6:45 P.M.

**Members Present:** Bruce Bernard, Matt Carver, Betty Hamilton, Sheila Whalen and Mark Zlab.

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

A motion was made by Bruce to approve the April 28, 2008 minutes, seconded by Sheila. Motion carried.

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

**Unfinished Business:** Karla Lower, Human Resources consultant for Urbandale, reviewed the recruitment outline for hiring a new library director. Sara and Karla along with 2 or 3 Board members will sift through all the applications received to narrow down the field for possible interviewees. If someone is aware of a good candidate, it is okay to approach them about their interest. Those out of state applicants selected to interview will have their travel expenses and lodging paid. Karla will look at comparable size libraries director's salaries and benefits to assess what Urbandale will offer their new director. This information will then be part of a brochure package that will be sent out to Board members by September 15<sup>th</sup> so it can be discussed at the September 22<sup>nd</sup> Board meeting. Karla is available Monday, Wednesday, and ½ day Fridays at 515-273-0720.

**New Business:** The Enrich Iowa Agreement which includes 3 different programs – Open Access, Direct State Aid and Access Plus – was discussed. As a result of our participation in Enrich Iowa this year we have received \$105,688.85. Sara suggested we continue our participation in these programs and sign the contract for the next term. Matt made a motion that we continue the contract and execute the letter of agreement, seconded by Sheila. Motion carried.

Chapter's would like to purchase a new blender. This was discussed when their contract was signed and we did promise this equipment would be purchased. It would then belong to the library but be used by Chapter's staff. Bruce made a motion to purchase the blender, seconded by Matt. Motion carried.

A new Polk County/Windsor Heights Formula was discussed. It was decided to approve the per circulation formula. If the majority of Polk County libraries approve the formula, it will be presented to the Board of Supervisors.

**Citizen's Forum:** No one was present.

Because the Board met a week earlier due to the Memorial Day holiday, the June Calendar of Events was not presented.

A bid of \$4300 was received from Dirt Works to move the drainage pipe to the retention pond. Sara is looking for another bid that might be more reasonably priced.

Betty made a motion to adjourn the meeting at 7:45 P.M., seconded by Matt. Motion carried and meeting was adjourned.

Respectfully submitted,

Mark Zlab  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JUNE 23, 2008**

President Zlab called the meeting to order at 7:15 P.M. reading the Character Counts statement.

**Members present:** Mark Zlab, Betty Hamilton, Sheila Whalen, Marlyn McKeen, Julie Kroll, Bruce Bernard.

**Staff present:** Sara Pearson, Trish Dimond and Debbie Sires.

Bruce made a motion to approve the May 19, 2008 minutes, seconded by Marlyn. Motion carried.

Sara explained some of the larger expenditures on the bill list. New computers were purchased and computer support hours were contracted with Vital. A new LCD projector was also purchased and a new Play Station machine for Teen Game Night. Twelve staff task chairs were replaced along with new chairs for Sara and Trish. Betty made a motion to accept the bill list, seconded by Julie. Motion carried.

**Unfinished Business:** There was no unfinished business.

**New Business:** A patron sent a letter to Sara questioning our renewal policy. Currently, books are checked out for 3 weeks with 1 renewal of an additional 3 weeks. The patron would like to renew older materials for an additional 3 week renewal. Des Moines Public Library allows 2 renewals. After discussion, the Board decided that we would change our current renewal policy effective September 1<sup>st</sup>. Mark's motion stated that a patron may renew their material for a 2<sup>nd</sup> time as long as there are no holds on the item and the item must be brought into the library for renewal. This new policy will only apply to books, no audiovisual items. Marlyn seconded Mark's motion. Motion carried. Sara will write a letter to the patron informing him of the Board's decision.

Julie and Bruce served as the nominating committee for the new Board officers. Julie presented the slate of officers as follows:

Matt Carver – President  
Bruce Bernard – Vice-President  
Sheila Whalen – Secretary

Mark seconded the slate.

Sara presented the Interlibrary Loan Contract for signing. Urbandale Library handles Kirkendall Public Library's interlibrary loans because they do not have OCLC. We are reimbursed \$1.50 for each interlibrary loan we fill. Betty made a motion that the contract be signed, seconded by Marlyn. Motion carried.

**Citizen's Forum:** No citizens were present.

**Director's Report:** The July Calendar of Events was presented.

Betty made a motion to adjourn at 7:50 P.M., seconded by Marlyn. Motion carried.

Respectfully submitted,

Mark Zlab  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**JULY 28 2008**

Acting President Bruce Bernard called the meeting to order at 7:00 P.M. Betty Hamilton read the Character Counts statement.

**Members present:** Bruce Bernard, Betty Hamilton, Julie Kroll and Sheila Whalen.

**Staff present:** Trish Dimond and Debbie Sires.

A motion was made by Julie to approve the June 23, 2008 minutes, seconded by Betty. Motion carried.

A motion was made by Julie to approve the bill list, seconded by Sheila. Motion carried.

**Unfinished Business:** There was no unfinished business.

**New Business:** The 2008 Open Access report was compared to the 2007 report. Figures were similar with about 4,000 fewer checkouts for 2008.

Wood Roofing is proceeding with needed roof repairs. The money needed to pay for these repairs has been included in the budget.

**Citizen's Forum:** No citizens were present.

**Director's Report:** In Sara's absence, Trish told the Board about a patron requesting a change in our renewal policy. Currently, an item is checked out for 3 weeks with an option to renew that item for another 3 week period. The patron wanted the policy changed to allow for 2 renewals on items that were not current bestsellers. At the June meeting, it was decided that we would change our policy on print materials only starting September 1<sup>st</sup> but would require the item be brought into the library to be renewed. After discussion, Sheila moved that we amend the previous motion and not require the patron to bring the item into the library for renewal but allow them to renew it again by a phone call or email. Betty asked that staff keep track of how many items are renewed twice and then never returned. The delinquency librarian will report how many of these items are sent to the collection agency. If this seems to be a problem, the policy will be looked at again.

Trish also informed the Board that an email had been received from Steve Lytle about how we might contribute to other libraries in the state affected by the recent floods. A financial donation was discussed and it was decided that people who donate to the Urbandale Public Library Foundation intend for that money to be used in the Urbandale Library. Trish will talk to a representative in Parkersburg about donating some of our old computers to their school system. Betty suggested we check with the State Library to see if there will be an organized effort statewide for donating discarded items that we have pulled from our shelves such as multiple copies of bestsellers that are no longer circulating. Bruce asked that this project be put on the August agenda for further discussion.

Betty reported that she had talked to Sara about the upcoming interviews and how long they should be scheduled. November 10 – December 19 seemed to be a long time for oral interviews and it was suggested that a more concise block of time be considered. Also, should the entire Board be present for these interviews or a committee set up. Karla Lower, Human Resources representative, will be attending the August meeting to answer questions and address concerns.

Betty also presented part of a report published by the State Library regarding fundraising. The conclusion of this report had very useful information. Janine Bauer, Public Relations Librarian, will be given a copy of this report to help her compose the annual fundraising letter sent out by the Foundation.

A motion to adjourn the meeting was made by Betty, seconded by Julie. Motion carried.

Respectfully submitted,

Bruce Bernard  
President Pro Tem

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**AUGUST 25, 2008**

President Matt Carver called the meeting to order at 7:00 P.M., reading the Character Counts statement.

**Members present:** Bruce Bernard, Matt Carver, Betty Hamilton, Julie Kroll, Marlyn McKeen and Sheila Whalen.

**Staff present:** Sara Pearson and Debbie Sires.

Bruce made a motion to approve the July 28, 2008 minutes, seconded by Marlyn. Motion carried.

Sara presented the bill list. After discussion, Marlyn made a motion to approve the bill list, seconded by Betty. Motion carried.

**Unfinished Business:** In the Board materials that were sent out, a Library Recruitment Outline and a list of suggested interview questions were included. It was decided that interviews will be scheduled for December 8<sup>th</sup> and 9<sup>th</sup> from 4:00 P.M. to 8:00 P.M. with 3 interviewees scheduled for the 8<sup>th</sup> and 2 for the 9<sup>th</sup>. Interviews will be 1 hour in length with a 15 minute break in between each one. Immediately following the last interview on the 9<sup>th</sup>, the Board will have time to evaluate the candidates in a group discussion. Sara and Karla will go through the resumes received prior to this time and select those they feel are most qualified in order to streamline the interviewing process for the Board. Sara did inform the Board that a candidate can request a closed session for their interview but any discussion by the Board as a group must follow the Iowa Open Meeting Law policy. Travel expenses were also discussed. Sara will talk to the City Manager regarding existing policies or precedents for travel expenses. These policies/precedents will be discussed and set at the September meeting. Any travel expenses incurred for prospective interviewees will come out of our current year's budget. Betty pointed out that the Police Department will be hiring a new Police Chief and we should be cognizant of what they will be offering when deciding our benefit and salary package. Matt suggested that the staff be asked if they know of former employees who might have pursued a library science degree and left the area; they might be interested in coming back to the Urbandale area and would be familiar with the community. Karla Lower from the Human Resources Department will be attending the September meeting to answer any questions. Karla could be asked to assist in the interviews if the Board would like her to attend.

Sara reported that she is very happy with Wood Roofing and their response to needed roof repairs. She showed the Board pictures of the roof and told them what is being done at this time. The total cost of repairs being done at this time will be \$9,000.00. Wood Roofing will give us a cost to include in our FY09-10 budget for future roof maintenance.

The Board discussed donating materials to storm damaged libraries in the State at their last meeting. After checking with various libraries affected by the storms and the State Library of Iowa, Sara reported that financial donations were all that were being accepted at this time. The Board felt that those who donated to our Foundation intended for those donations to

benefit Urbandale Library so it was decided to not pursue any donations at this time. If materials are being accepted at a later date, the issue will be discussed again.

**New Business:** The Polk County Distribution Formula proposal was explained. Marlyn moved to approve the Polk County Distribution Formula, seconded by Bruce. Motion carried.

**Citizen's Forum:** No citizens were present.

**Director's Report:** Sara went through the September Calendar of Events. Janine Bauer, Public Relations/Adult Services Librarian, will be introduced to the Board at the September meeting.

A motion to adjourn was made at 8:30 by Betty, seconded by Marlyn. Motion carried and meeting was adjourned.

Respectfully submitted,

Matt Carver  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
SEPTEMBER 22, 2008**

The meeting was called to order at 7:35 P.M. President Matt Carver read the Character Counts statement.

**Members present:** Betty Hamilton, Julie Kroll, Marlyn McKeen, Matt Carver, Mark Zlab, and Sheila Whalen.

**Staff present:** Trish Dimond

A motion was made by Marlyn McKeen to approve the August 25, 2008 minutes. Seconded by Julie Kroll, the motion carried.

A motion was made by Mark Zlab to approve the bill list, seconded by Betty Hamilton. Motion carried.

**Unfinished Business:**

Library Director Search - Karla Lower from Human Resources was present to discuss some of the details for hiring a new Library Director. She handed out the recruitment brochure to everyone and indicated that printing will start on Wednesday (cost of \$216 for 100 brochures). If we see any changes, contact her immediately. Applications for the new director must be submitted no later than November 14, 2008. The Board of Trustees were each given a list of interview questions in August and need to choose ten questions they would like to ask an applicant and forward their list on to Carla before mid-October. The Board plans to discuss some pay package considerations (vacation, travel reimbursements, relocation expense, etc...) in the next month or two.

**New Business:**

Appoint Budget Committee: Sara was not present at the meeting but had requested that two of the Board members meet her on either October 20<sup>th</sup> or 21<sup>st</sup> to discuss the budget. Due to conflicting schedules check with Sara to confirm a definite date. Mark is available on the 20<sup>th</sup>, Betty and Marlyn on the 21<sup>st</sup> and Matt and Julie on the 22<sup>nd</sup>.

Annual Report: The annual report was reviewed. Clarification is needed on additions and deletions which were significantly lower, however our budgeted cost remained the same. It was also suggested that it may be helpful to see totals as a comparison for the last 5-10 years for various items on the Annual Report like volunteers, # of books, etc....

Johnston Budget: The revised budget for Johnston Library was reviewed. Betty Hamilton made a motion to accept the new budget, seconded by Mark Zlab. Motion carried.

Food For Fines: Food For Fines was discussed. Motion was made by Mark Zlab to ratify staff recommendations for the Food For Fines. Seconded by Marlyn McKeen. Motion carried.

**Citizen's Forum:** No citizens were present.

**Director's Report:** Trish handed out the October Library schedule. Trish also read a letter of Mark Zlab's re-appointment to the Board through 2014, as approved by the City Council.

A motion to adjourn the meeting was made by Marlyn McKeen, seconded by Betty Hamilton. Motion carried.

Respectfully submitted,

Matt Carver  
President

Attest: Sheila Whalen

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
OCTOBER 27, 2008**

President Matt Carver called the meeting to order at 7:00 P.M., reading the Character Counts statement.

**Members present:** Bruce Bernard, Matt Carver, Betty Hamilton, Julie Kroll, Marlyn McKeen, Sheila Whalen and Mark Zlab.

**Staff present:** Sara Pearson, Trish Dimond and Debbie Sires.

A motion to approve the September minutes was made by Marlyn, seconded by Mark. Motion carried.

Marlyn made a motion to approve the bill list, seconded by Julie. Motion carried.

**Unfinished Business:** Sara reported that only 1 application for the Library Director position had been received so far. No one from the library staff has expressed an interest in the position. Waukeel Library has also been advertising for a new director and received most of their applications in the last week before interviews were to be scheduled. Our ad has been running since the 1<sup>st</sup> of October and is scheduled to close November 14th.

**New Business:** The FY09-10 budget was discussed with the budget committee on October 21<sup>st</sup>. Marlyn and Betty served on this committee. Sara would like to make the Adult Services position full time and increase the assistant custodian's position from 12 to 20 hours. The reference staff would like to add Ancestry Online for patrons searching genealogy databases. There are more games for Teen Game Night being requested in the budget. Computers that are to be purchased will have more memory and 5 year warranties which makes the cost a little higher. Sara will deliver the budget to the City Manager after the Board votes to approve it at the November meeting.

The Board discussed and decided that the library would be closed on July 3<sup>rd</sup> and 4<sup>th</sup> for the Independence Day holiday. Betty made a motion to approve the 2009 Holiday Schedule, seconded by Bruce. Motion carried.

A motion was made by Mark to approve the Board of Trustees and Foundation Meeting Schedule, seconded by Betty. Motion carried.

**Citizen's Forum:** No one was present.

**Director's Report:** The November Calendar of Events was distributed. Sara encouraged all Board members to sign up for the e-newsletter. The Food for Fines promotion supplied 18 boxes of food to the Urbandale Food Pantry, forgiving \$254 in fines.

Sara reported that according to the Terrus Report done 5 years ago, the library needs in 6 years will include a new humidifier. Johnson Controls says our humidifier is fine at this time.

In response to the Board's question at the last meeting about volunteers, Sara reported that we had lost 6 volunteers last year. Three had moved out of the area, 2 decided to stop coming when Ellen, the Circulation Manager, retired last year and 1 didn't like the work. This has not presented a problem with workflow, existing staff has picked up the hours the volunteers used to contribute.

At 8:10 P.M., Mark made a motion to adjourn the meeting, seconded by Betty. Meeting was adjourned.

Respectfully submitted,

Matt Carver  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
NOVEMBER 24, 2008**

Vice President Bruce Bernard called the meeting to order at 7:00 P.M., reading the Character Counts statement.

**Members present:** Bruce Bernard, Julie Kroll, Marlyn McKeen, Sheila Whalen and Mark Zlab.

**Staff present:** Sara Pearson, Trish Dimond and Debbie Sires.

Mark made a motion to approve the October 27, 2008 minutes, seconded by Marlyn. Motion carried.

Marlyn made a motion to approve the bill list, seconded by Sheila. Motion carried.

**Unfinished Business:** The FY09-10 budget was discussed. Sara felt that the Adult Services Librarian will not be given full time hours in 2009. Instead she will be offered the 12-16 hour opening at the Reference Desk and, if she decides to take it, will hopefully be approved for full time as of July 1, 2009. Julie made a motion to approve the FY09-10 budget, seconded by Marlyn. Motion carried. Sara will deliver a paper copy of the budget to the City Manager.

Five resumes have been received for the position of Library Director, 2 of whom are not qualified. Karla Lauer, Human Resources Representative, would like to have 3 to 5 candidates to interview. As of now, interviews will be conducted on December 8 and 9.

**New Business:** There was no new business.

**Citizen's Forum:** No one was present.

**Director's Report:** Sara shared the December Calendar of Events with the Board and complimented Janine Bauer, the Adult Services Librarian, on the nice job she is doing with the calendar. She also informed the Board that the City has a television broadcast on Channel 7.

Next week, the Des Moines Register will run an article regarding increased library usage due to the recession. We have had a 20% increase in library card applications and a 40% increase in adult non-fiction check outs.

Marlyn asked for a financial report from Mustard's with regards to Chapter's profits.

Mark made a motion to adjourn the meeting at 7:30 P.M., seconded by Sheila. Motion carried.

Respectfully submitted,

Bruce Bernard  
President Pro Tem

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
DECEMBER 22, 2008**

President Matt Carver called the meeting to order at 7:28 P.M., reading the Character Counts statement.

**Members present:** Bruce Bernard, Sheila Whalen, Marlyn McKeen, Matt Carver and Julie Kroll.

**Staff present:** Sara Pearson, Trish Dimond, Debbie Sires, Karen Smith, Linda Weiser and Susan Clemmensen.

Bruce made a motion to approve the November 24<sup>th</sup> minutes, seconded by Marlyn. Motion carried.

Marlyn made a motion to approve the bill list, seconded by Julie. Motion carried.

**Unfinished Business:** Sara reported that no financial statements had been received from Chapters. The Board discussed whether the part of the contract allowing outside food to be brought in should be revised. We might consider a little leniency such as allowing a plate of cookies to be brought in for a neighborhood meeting held at the library. Sara will contact Dion and ask him to attend the January meeting and bring a current financial statement. The contract with Mustard's expires March 15, 2009.

**New Business:** Sara reported that she had interviewed the 2 applicants for the Library Director position. She also talked to their references and received favorable reports. Bruce moved the Board have a 2<sup>nd</sup> round of interviews with the 2 candidates, seconded by Sheila. Motion carried. Sara will contact them to schedule a time for the interviews.

In order to be accredited, library policies need to be reviewed and endorsed by the Board every 3 years. After review, Sheila moved the Board endorse the Computer Use Policy, seconded by Julie. Motion carried.

After reviewing the Collection Development Policy, 2 changes were suggested. The population of Urbandale was changed to meet the current census number, 35,904, and the section pertaining to CD-Roms was deleted because we no longer circulate CD-Roms. Marlyn moved the Board endorse the policy with these revisions, seconded by Bruce. Motion carried.

After reviewing the ByLaws, it was suggested that on the 2<sup>nd</sup> page, section E, the Citizen's Forum be moved to before the Director's Report on the Agenda format. Marlyn moved the ByLaws be endorsed by the Board with this revision, seconded by Sheila. Motion carried.

Bruce moved the Mission Statement be endorsed as it is written, seconded by Marlyn. Motion carried.

The Personnel Policy followed by the library staff was originally set up by the City of Urbandale for all its employees. Sheila moved the staff continue to follow this policy, seconded by Bruce. Motion carried.

**Citizen's Forum:** No one was present.

Bruce moved the meeting be adjourned at 9:00 P.M., seconded by Marlyn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Matt Carver  
President

Attest: Debbie Sires