

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
LIBRARY DIRECTOR -2nd INTERVIEW, MINUTES
January 5, 2009

President Matt Carver called the meeting to order at 6:30 P.M.

Members present: Betty Hamilton (via conference call), Julie Kroll, Marlyn McKeen, Matt Carver, Mark Zlab, Bruce Bernard and Sheila Whalen.

Staff present: Sara Pearson, Trish Dimond, and Karla Lower

Library Director Interviews

Sara Pearson informed the Board earlier in the day that Sarah Willeford had withdrawn her name from consideration for the Library Director position.

Originally, Sara had planned on retiring on February 27, 2009, however she informed the Board that she would be willing to stay in her position in a consulting capacity with the Library until June 30, 2009. This would give adequate time for training the new Library Director. It was also discussed that this would then move our anticipated start date back for the new Director to April or May.

Questions and scenarios were asked to Katherine Manion, candidate for the Library Director. After reviewing a fundraising scenario, Katherine gave an oral presentation to the Board. Board members asked Katherine a series of questions on such topics as: budgeting; personnel matters; resolving conflicts with patrons; and work experiences. Sara asked questions regarding patron issues.

Upon completion of the interview the Board voted unanimously to extend Katherine Manion an offer contingent on the remaining reference checks. Matt made a motion to make an offer to Katherine Manion for the library director position, seconded by Betty. The reference checks will be completed by Karla Lower and Sara Pearson prior to the Board Meeting on January 22, 2009.

Respectfully submitted,

Matt Carver
President

Attest: Sheila Whalen

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JANUARY 26, 2009**

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

Members Present: Bruce Bernard, Marlyn McKeen, Sheila Whalen and Mark Zlab. Matt Carver arrived at 7:15 and assumed chairmanship.

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

Guest: Karla Lower, Human Resources Director for City of Urbandale.

A motion to approve the December 22, 2008 minutes and January 5, 2009 minutes was made by Marlyn McKeen noting that his name needed to be correctly spelled in the January minutes. Sheila seconded the motion, motion carried.

The January bill list was discussed. A motion to approve the bill list was made by Mark, seconded by Marlyn. Motion carried.

Unfinished Business: Karla Lower told the Board that Katherine Manion had accepted an oral offer to fill the position of Library Director beginning May 4, 2009. Her starting salary will be \$71,500 with one week vacation the first year and 2 weeks in 2010. Marlyn moved to approve confirmation of the verbal offer, seconded by Bruce. Motion carried. Matt signed a formal letter confirming this offer in writing to be sent to Katherine.

New Business: Susan handed out a comments sheet regarding Chapter's Coffee Shop. Sara reported that the staff has enforced the contract with Chapters to the letter of the law with no exceptions. Small groups have had to purchase all food items from Chapters. Dion Cobb, Manager of Chapters, came into the meeting at 7:25 and handed out a financial report to the Board. He explained the report to the Board and speculated that the final number will be close to \$80,000 to \$90,000 for the year. He viewed this as a positive figure considering the economic downturn. Matt talked to Dion about possibly relaxing the rule regarding small groups bringing in their own plates of cookies or snacks. A committee to address rewording of the contract will be set up consisting of Matt, Bruce and Sara. This revised contract will be brought back to the February meeting for the Board's approval. Dion was given the comments sheet so he could be aware of both negative and positive feedback from customers. Dion will talk to his partner about signing the new contract for longer than a 1 year period.

Sara told the Board about Vicki Hibbert, Clive Public Library Director, instigating a new policy allowing Clive residents to sign up for library programs 24 hours ahead of all other patrons. Clive patrons are allowed to attend Urbandale Library programs along with all other patrons equally, regardless of where they live. Urbandale does not require registration.

The final budget has been received and Sara went over the changes with the Board. Janine Bauer will be given 10 more hours in the new fiscal year and granted full time benefits. Matt and Sara will attend the budget hearing at tomorrow night's City Council meeting. Mark moved that the revised budget be approved as amended, seconded by Marlyn. Motion carried.

Director's Report: The March Board meeting will be moved to April 6th at 7:15 P.M. with the Foundation meeting to precede it at 6:30 P.M. Mark moved adjournment of the meeting at 8:30 P.M., seconded by Sheila. Motion carried and meeting was adjourned.

Respectfully submitted,

Matt Carver
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
FEBRUARY 23, 2009**

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

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

Staff present: Sara Pearson and Debbie Sires.

A motion was made by Sheila to approve the January 26, 2009 minutes, seconded by Bruce. Motion carried.

Sara discussed the bill list. Julie made a motion to approve the bill list, seconded by Sheila. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: Sara went through the Enrich Iowa Expenditures List explaining why each item was being requested. Additional security cameras are needed but the pricing for those had not yet been received. Sara put in an approximate figure and will inform the Board of the correct price at the March meeting on April 6th. The Board also asked that more bids be obtained from different vendors for new furniture that was requested for the staff lounge. Bruce made a motion to approve purchase of all items on the list with the exception of the staff furniture and security cameras, seconded by Julie. Motion carried.

The Chapters contract was discussed. Dion did agree to sign the new lease for a 2 year period with the option of a 3rd year at the end of that time. Financial reports will now be required semi-annually rather than quarterly. It was also noted that the staff is excluded from using the coffee shop exclusively for items brought in for library staff meetings. Small groups will also be allowed to bring in limited snacks for their meetings with prior approval. Organizations holding meetings with scheduled break times will still be required to purchase all their food and drinks from Chapters. Julie made a motion that a line be added to the Meeting Room Policy stating "limited snacks may be brought in by small groups, i.e. cookies, candy, popcorn", seconded by Sheila. A line in the Meeting Room Policy suggesting donations may be made to the Foundation for use of the rooms will be moved to the top of the policy where it will be more visible. Sheila made a motion to approve the Chapters lease as revised starting March 1, 2009 through February 28, 2011 with a one year option, seconded by Bruce. Motion carried.

Janine Bauer, Adult Services Librarian, asked the Board for permission to hold a Teen Night with local bands performing in the meeting rooms. This event would be limited to 60 registered attendees with at least 6 staff chaperones. Public restrooms would be accessible that evening but the rest of the library will be gated off. Chapters has not yet decided if they will be open during the event. Janine would like to draw this age group into the library. Julie asked how she would measure the success of the event. It was suggested that library cards could be given to those attending who were not already registered patrons. The Board would also like to see this group encouraged to use the library and commended Janine for trying something new. Bruce made a motion that this type of event be tried one time with some proof of success brought back to the Board, seconded by Sheila. Motion carried.

Director's Report: Sara discussed goals she had set for herself for this fiscal year, now that she will be working the full year. Julie made a motion to approve Sara's goals for FY08-09, seconded by Bruce. Motion carried.

The March meeting of the Board of Trustees will be moved to Monday, April 6th at 7:15. The Foundation will meet at 6:30 that evening.

Patrons are now being notified by email when they have an item overdue. The first email notice is sent when an item is 1 week overdue. If the item is not returned, another email is sent when the item is 3 weeks overdue with paper notices being sent to those patrons who do not have email addresses. It is hoped that this will cut down on the number of mailed notices alleviating some of our postage and supply costs.

A motion to adjourn was made by Bruce at 8:20, seconded by Julie. Motion carried and meeting was adjourned.

Respectfully submitted,

Matt Carver
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
APRIL 6, 2009**

President Matt Carver called the meeting to order at 7:35 p.m., reading the Character Counts statement.

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

Staff Present: Sara Pearson

Bruce made a motion to approve the minutes from the February 23, 2009 meeting, seconded by Julie. Motion carried.

Sara discussed the bill list. Marlyn made a motion to approve the bill list, seconded by Mark. Motion carried.

Unfinished Business:

Enrich Iowa Expenditures

Sara discussed the additional surveillance cameras and the staff lounge furniture. A copy of the quote for the cameras was distributed. The additional cameras will be placed at strategic locations throughout the premises. Recordings are kept for 30 days. They have proven beneficial in several circumstances.

The current staff lounge furniture was obtained in 1976. Koch Brothers has submitted a lower bid than Triplett's. Koch's bid ranges from \$9381 to \$12,920 due to differences in the material grade and type of side chair. The consensus of the Board is to acquire the more expensive furniture with the expectation that it will last longer.

Mark moved, seconded by Marlyn that the additional surveillance cameras and the higher grade furniture be added to the list of purchases using Enrich Iowa funds. Motion carried.

Chapters Contract

The contract was approved at the last meeting. Matt signed the document.

Polk County Funding

Sara discussed the changes to the formula with the net result being an increase in funding from the current \$10,116 to \$14,089. Bruce moved, seconded by Marlyn that the contract be approved. Motion carried.

Metro Library Contract Draft

Sara noted that the formula used is the same as with the Polk County contract. Sara will discuss the contract with the City Manager of Windsor Heights and bring it back to the Board for approval.

Marlyn moved, seconded by Mark that the Board approve the Metro Library Contract concept and authorize Sara to discuss same with Windsor Heights. Motion carried.

New Business:

Parks Department Request

Jan Herke, Parks and Recreation Director, has requested that the electrical service that is planned for the Memorial Tree Park and Garden be provided through the Library with the Parks Department paying for its portion of the electrical bill. The Electrical Engineer designing the Tree Park electrical components has indicated that if a separate electrical service is needed for the Park an additional \$10,000 will be required.

Moved by Mark, seconded by Marlyn that the Parks and Recreation Department's request be approved with the understanding that Parks and Recreation will be responsible for the additional electrical costs. Motion carried.

Citizen Forum

None present

Director's Report

Sara briefly described activities that will be occurring during the month of April.

At 8:04 Mark moved that the meeting be adjourned, seconded by Bruce. Motion carried.

Respectfully submitted,

Matt Carver
President

Bruce Bernard
Acting Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
April 27, 2009

President Matt Carver called the meeting to order at 7:00 P.M.

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

Staff present: Sara Pearson, Trish Dimond

Meeting Minutes

Mark made a motion to approve the minutes from the April 6, 2009 meeting, seconded by Sheila. Motion carried.

Bill List

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

Unfinished Business:

Metro Library Contract

Sara met with the City Manager of Windsor Heights regarding the Metro Library Contract. They have approved the contract as presented, retroactive to July 1, 2008. Mark made a motion to approve the signing of the contract by the Board of Trustees President and Secretary, Bruce seconded the motion. Motion carried.

Citizens Forum

None present

Director's Report

Sara discussed the May Calendar of Events.

Katherine Manion, Sara's replacement as Library Director, will start on Monday and will be in training until Sara leaves on June 26, 2009.

At 7:12pm Bruce moved to adjourn, seconded by Mark.

Respectfully submitted,

Matt Carver
President

Sheila Whalen
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
MAY 18, 2009**

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

Members present: Matt Carver, Betty Hamilton, Julie Kroll and Sheila Whalen.

Staff present: Sara Pearson, Katherine Manion and Debbie Sires.

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

Sara went through the bill list, reporting that we have used 91% of the budget. A motion to approve the bill list was made by Julie, seconded by Sheila. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: Sara went over the letter of agreement for Enrich Iowa. A motion to approve Matt signing the contract was made by Betty, seconded by Julie. Matt signed the contract for 2010. Sara also explained the terms of the Polk County Contract. A motion to approve Matt signing the Polk County Contract was made by Betty, seconded by Sheila. Matt signed the contract for 2010.

Katherine explained a project OCLC is doing in the metro area from June through December 2009. Gates Foundation is funding a campaign to raise public awareness of libraries and what they offer. The test markets are the metro area and Savannah, GA. OCLC is conducting surveys of patrons in different libraries to help with this campaign and representatives of OCLC visited the Urbandale Library. Katherine showed them around and answered their questions.

Citizen's Forum: No citizens were present.

Director's Report: The upcoming Pet Show was discussed. Sara told about activities that will be held and the publicity that has been done to promote it. Linda, the Youth Services Librarian, has been doing school visits to talk about the Summer Reading Club. Now that those are done, Toddler Time and Story Times will pick up again.

Sara asked that the Board complete her job review by the end of June. Comments will be sent to Matt Carver to be compiled.

Matt asked how Chapters is doing. Sara said they have a new manager but the menu looks the same.

A motion to adjourn was made at 7:28 P.M., seconded by Betty. Motion carried and the meeting was adjourned.

Respectfully submitted,

Matt Carver
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JUNE 22, 2009

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

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

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

A motion to approve the minutes from the May meeting was made by Bruce, seconded by Betty. Motion carried.

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

Unfinished Business: There was no unfinished business.

New Business: The nominating committee presented their slate of officers for approval as noted:

President – Bruce Bernard
Vice-President – Sheila Whalen
Secretary – Julie Kroll

A motion to approve the slate of officers was made by Mark, seconded by Marlyn. Motion carried.

A motion was made by Marlyn to appoint Matt Carver to serve on the Urbandale Public Library Foundation, seconded by Betty. Motion carried.

The Interlibrary Loan Contract was explained. A motion to sign the contract was made by Marlyn, seconded by Sheila. Matt signed the contract.

Bruce introduced Mark Yontz who discussed Urbandale Public Art. A committee has been formed to promote public art in different venues around the community. The committee plans to sponsor an art contest with winners displayed around the city. The library is a possible display area in addition to the Senior Center and City Hall. No timeline has been set yet but they are anxious to start moving ahead and are talking to different groups about the possibility of displaying the winning art in their areas.

Citizen's Forum: No one was present.

Director's Report: Sara reported that the pet show was a big success. The weather was perfect and it was well attended by pet owners and those who came just to watch. The Des Moines Register gave us good coverage. It is hoped we will be able to hold it again next year.

Katherine Manion, incoming Director, discussed her goals and what she would like to accomplish in the upcoming year. Because of the change in the 2000 foot rule regarding Iowa Sex Offenders, it was questioned if we need to have a new policy set up to deal with this issue. Katherine will check with Bob Laden, the City attorney and add setting up a policy for Sex Offenders to her goals for this next year. A motion to approve Katherine's goals will be made at the next meeting.

At 8:02 P.M., the Board went into closed session to discuss Sara's job evaluation. At 8:20 P.M., Bruce made a motion to return to open session, seconded by Betty. Motion carried. Marlyn made a motion to approve Sara's job evaluation, seconded by Mark. Motion carried.

At 8:24 P.M., Marlyn moved the meeting be adjourned, seconded by Mark. Motion carried and the meeting was adjourned.

Respectfully submitted,

Matt Carver
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JULY 27, 2009

President Bruce Bernard 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: Katherine Manion, Trish Dimond and Debbie Sires.

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

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

Unfinished Business: Bruce asked if there were any concerns about the Public Art project which had been discussed at the June meeting. Bruce said he would take any concerns back to the Committee so they could be addressed. Matt asked about liability issues regarding safety once the art is displayed and size restrictions. He also wondered how the committee would select art. Bruce asked that staff look for an area that would work for displaying the art. These concerns will be addressed at the August meeting.

Because of recent changes to the Iowa Sex Offender Law, the Board feels that a policy needs to be drafted regarding registered sex offenders use of the library. Katherine had sent out copies of other area libraries' Sex Offender Policies and had talked to the City Attorney. The city Attorney suggested that Katherine talk to the Urbandale Police Chief about how to proceed. Johnston Public Library has a policy in place requiring registered sex offenders to request permission for library services by going in person to the Johnston Police Department before entering the library for any reason. If they enter the library without permission from the police department, they are subject to arrest. Katherine felt that library service should be granted to everyone but, in this instance, the Board felt that a registered sex offender would have to abide by different rules and might have to have a friend or family member pick up materials requested by them. Matt cautioned the Board that they have to be careful to not impose more rules than are already legislated by the new law in order to not be violating their civil rights. The Board will revisit this issue at the August meeting when Katherine has more information from the Police Chief and City Attorney.

Director's Goals: Katherine went through her list of goals with the Board. She will send weekly updates to keep them informed as the month goes on rather than just reporting to them at the Board meeting. Matt made a motion that the Board accept her goals as written, seconded by Marlyn. Motion carried.

Katherine then gave the Board a list of 6 month goals to be used as tools by the Board for her six month evaluation. Bruce asked that Katherine do a self evaluation and bring it to the September meeting. Matt made a motion to approve Katherine's six month goals, seconded by Sheila. Motion carried.

Katherine reported that she had talked to Johnson Controls regarding valves in the heating elements located in the ceiling that could possibly break. Before having Johnson Controls address this issue, she will talk to Dave McKay and get a second opinion.

Interlibrary Loan Policy: Currently, a patron can only have 3 interlibrary loan items at a time. A patron has requested that the Board remove that restriction. After discussion, Matt made a motion

to remove the statement in the policy restricting patrons to only 3 items at a time, seconded by Marlyn. The policy will be changed.

Director's Report: Katherine passed out the August Calendar of Events. Julie complimented Katherine on the new graph that was included with Board materials this time, showing how statistics compared from last year to the current year. It was easy to read and everyone thought it was very helpful to see the comparison in a graph format.

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

Respectfully submitted,

Bruce Bernard
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
AUGUST 24, 2009**

President Bruce Bernard 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, Mark Zlab.

Staff present: Katherine Manion, Trish Dimond, Debbie Sires.

A motion to approve the minutes of the July 27, 2009 meeting was made by Marlyn, seconded by Sheila. Motion carried.

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

Unfinished Business: Katherine showed photos of possible display areas for public art. Bruce explained that public art displays will start with children's submissions and that art teachers will make the final selections. Art projects will probably be displayed in the library first, then travel to City Hall and finally to the Senior Center. This project is still in the early stages, possibly to start in the Spring of 2010. Matt suggested art teachers could be invited to come into the library and view possible display spaces to spark more interest in the project.

Sex Offender Policy: Katherine met with Urbandale Police Detective Dan Stein. Detective Stein suggested any meetings with sex offenders take place at the Urbandale Police Station. Sex offenders requesting library cards will have to set up an appointment with Katherine to request permission to be on library property. Katherine felt comfortable with the Sex Offender Policy as it is written. A motion to approve the policy was made by Marlyn, seconded by Betty. Motion carried.

New Business: Katherine passed out copies of the new Board of Trustees handbook. She will pass out revised Open Meeting handbooks at the September meeting.

It has been suggested by some staff members that Teen Video Game Night be combined with a Genealogy instruction class for adults. Katherine asked if there were any concerns about non-staff adults being in the building with teens attending Video Game Night. The Board thought it was a great idea but suggested the Genealogy class take place in a different area of the building to minimize interaction with Game Night attendees. The first combined Video Game/Genealogy Class Night will take place in October or November.

The Study Room Policy was reviewed. The Board discussed the popularity of study rooms and whether or not a time limit is needed. A motion was made by Mark, seconded by Betty to change the wording in the policy to allow covered drinks in study rooms. Motion carried.

Katherine presented a first draft of the Johnston Budget and will have it finalized for the next meeting.

The ICN E-Rate Consortium form was last signed in December 2003. By signing this form, we are giving permission to the State Library to file for a discount related to providing training through our ICN room. A motion to approve signing the letter was made by Marlyn, seconded by Mark. Katherine will sign the letter and return it to the State Library.

Citizen's Forum: No one was present.

Director's Report: Katherine will do a six month self-evaluation review for the September meeting.

The Board was asked to think about changing the time for Board meetings to 6:00 P.M. This matter will be discussed further at the September meeting.

A motion to adjourn the meeting was made by Mark, seconded by Matt. Motion carried and the meeting was adjourned at 7:50 P.M.

Respectfully submitted,

Bruce Bernard
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
SEPTEMBER 28, 2009**

President Bruce Bernard called the meeting to order at 7:20 P.M., reading the Character Counts statement.

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

Staff present: Katherine Manion, Trish Dimond, Debbie Sires, Susan Clemmensen and Janine Bauer.

Guest present: A.J. Johnson, Urbandale City Manager.

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

Katherine distributed the bill list. Katherine will run the Budget to Actual Report and send it to Board Members quarterly with a written explanation of any items far over or under budget. A motion to approve the bill list was made by Julie, seconded by Marlyn. Motion carried.

Unfinished Business: The Johnston Budget had no significant change this year. Johnston Library does not want the Acquisition Module that Urbandale Library will be using so they will not be charged a portion of its cost. A motion to approve the Johnston Budget was made by Marlyn, seconded by Mark. Bruce will draft a letter to be sent with the budget to the Johnston Library Board of Trustees President.

Discussion about changing the Board meeting time to 6:00 P.M. was tabled until next month when more members are present.

New Business: Bruce appointed Marlyn and Julie to serve on a Budget Committee.

A.J. Johnson, Urbandale City Manager, introduced himself to the Library Board members.

Rent payments from Chapters have been sporadic. Quarterly financial reports have also been late. Katherine has contacted the City Attorney about the default statement in Chapters contract. Financial reports from the coffee shop should be received the end of June and December.

Janine Bauer, Adult Services and Public Relations Librarian, requested Board approval for a Social Networking Policy to enable us to create a Facebook and Twitter page for the library. This would allow us to get instant information to patrons faster and in a different format. West Des Moines, Clive, Johnston, and Indianola Libraries all have Facebook and Twitter pages. The Social Networking Policy states that the library has editing capability to remove anything deemed inappropriate. Janine's time commitment to the project would probably be 15 minutes a day, once it is set up. It was suggested that Katherine contact the City Attorney for comments on the new policy. Julie made a motion to approve the Social Networking Policy subject to comments from Bob Laden, seconded by Mark. Motion carried.

Susan Clemmensen, Audio Visual Librarian, requested a change in our policy regarding check out periods for TV series on DVD. We have 90 different series with multiple discs. Patrons place holds and want to watch the seasons in order. To accommodate them, we would like to repackage the seasons so they are together in one container and change the check out period to 3 weeks, rather than 1 week. To facilitate this change, all TV series DVDs would need to be cataloged differently

and repackaged. A multi-case container is available for \$3. Mark made a motion to make this change to the circulation policy, seconded by Julie. Motion carried.

CILSA Contract: Staff at the Central Iowa Library Service Area has been reduced to two. Jeanette Andrews, Reference Manager, has been asked to work with the remaining staff to present programs around the region and she has agreed to do it on her own time. Mark suggested giving Jeanette special recognition from the Board for her service to other libraries in the community.

Citizen's Forum: Albin Mehmedovic, Admir Catic, Haley Nelson, Magda Dabrowski were present.

Director's Report: Katherine passed out the October Calendar of Events.

The State Library Annual Report was discussed. Katherine will get clarification from the State Library on some of the report questions.

Board members were asked to send their comments regarding Katherine's 6 month evaluation to Bruce by October 19th.

A motion to adjourn the meeting was made by Mark, seconded by Marlyn. Meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Bruce Bernard
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
OCTOBER 26, 2009**

President Bruce Bernard called the meeting to order at 7:00 P.M. Matt Carver read the Character Counts statement. Bruce introduced a new Board member, Kris Winter, who will replace Betty Hamilton.

Members present: Bruce Bernard, Julie Kroll, Marlyn McKeen, Matt Carver, Kris Winter and Mark Zlab.

Staff present: Katherine Manion, Trish Dimond

Guest present: Karla Lower, Urbandale City Human Resources Manager.

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

Katherine distributed the bill list. Katherine distributed the Budget to Actual Report along with a written explanation of any items far over or under budget. She will do this quarterly. A motion to approve the bill list was made by Marlyn, seconded by Julie. Motion carried.

Unfinished Business: The Board discussed changing their meeting time to 6:00 P.M. Julie made a motion to change the Board meeting time to 6:00 P.M. starting January 1, 2010. The meeting time will be 6:15 P.M in those months that the Foundation meets. The motion was seconded by Marlyn. Motion carried.

Katherine distributed quarterly reports from Chapters. Discussion concerning rent payments followed. As of this meeting, rent payments are behind one month. The contract states that if September 2009 rent is not paid by October 15, 2009 a penalty applies at the discretion of the Board. Bruce will send a letter to Dion to remind him of the clause in the contract concerning late payment of rent and encourage him to bring payments to current within 30 days.

New Business: Julie reported from the budget committee. The City Manager requested city departments try to stay close to budget asking from last year. There was a change in format from last year's budget document. Only new items over \$500 will have documentation and justifications written. Katherine presented a wish list of items from staff for the Board to consider. The Board requested that two of those items be moved into the budget: new chairs for the computer lab and funding for an in-service day.

Katherine explained new budget requests to the Board. Katherine will make changes to the budget document and bring those back to the Board at the November meeting. The Board will approve the budget at the next regular Board meeting.

2010 Library Holiday Schedule: Katherine presented the proposed holiday schedule for Board approval. Julie made a motion to accept the proposed holiday schedule. A date that the library will close for one half day for the purposes of a staff in-service day will be determined after recommendations from staff. Mark seconded the motion. Motion carried.

CILSA Contract: Staff at the Central Iowa Library Service Area has been reduced to two. Linda Ybarra has been asked to do a project for the Ames Public Library by CILSA. Linda would like to work on this project during her regularly scheduled hours. CILSA would reimburse her hourly pay with a shortfall of about \$4 per hour. The motion was made by Matt to approve the signing of

disclaimer #1 for Linda Ybarra to be involved in this project on a one time basis. It was seconded by Mark. Motion carried.

Study Room Policy: Several changes to the approved study room policy were presented to the Board. Staff would like to limit time in a study room to 4 hours per day. If no one is waiting for a room the time may be extended. If someone arrives to use the room the patron will be given 5 minutes to vacate the room. The large 6 person study rooms would be limited to 2 or more persons. If there is no smaller room available a single person may use the larger room. Matt made a motion to approve the amendment to the study room policy. Marlyn seconded the motion. Motion carried.

Citizen's Forum: No citizens present.

Director's Report: Katherine distributed the November Calendar of Events.

There will be a "Meet the Library Director" reception held in Meeting Room A on November 15 from 2 to 4pm. Please come join the Foundation as they welcome Katherine.

Director's Evaluation: Karla Lower reviewed the state open meetings law as it pertains to Library Boards. Karla also reviewed the procedures for 6 month probationary evaluations for city employees.

Katherine did not request her evaluation be held in closed session. Discussion of Katherine's performance for her evaluation was led by Bruce. Bruce will prepare the formal evaluation form using Board members input and meet with Katherine for her formal evaluation.

Mark made a motion to extend Katherine's vacation by one week and advance her a 3% increase in pay. The motion was seconded by Matt. Motion carried.

A motion to adjourn the meeting was made by Mark, seconded by Matt. Meeting was adjourned at 8:55 P.M.

Respectfully submitted,

Bruce Bernard
President

Attest: Patricia N. Dimond

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
NOVEMBER 23, 2009**

President Bruce Bernard called the meeting to order at 7:00 p.m. Marlyn McKeen read the Character Counts statement.

Members present: Bruce Bernard, Matt Carver, Julie Kroll, Marlyn McKeen, Sheila Whalen, Kris Winter, and Mark Zlab.

Staff present: Katherine Manion, Trish Dimond and Debbie Sires.

Marlyn made a motion to approve the October 26, 2009 minutes, seconded by Sheila. Motion carried.

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

New Business: A.J. Johnson, Urbandale City Manager and Karla Lower, Human Resources Director for the City, were present at the meeting to speak to the Board about proposed changes to part-time employee benefits. They requested that benefits be given in 20, 30 and 40 hour increments rather than being awarded in uneven hours, i.e. 32 hours, 26 hours, etc according to each individual employee's work schedule. This would bring consistency to the city wide distribution of benefits to different departments. Affected employees were given the option of working fewer hours to be in compliance with newly calculated benefits of 20, 30 or 40 hours. The Board questioned whether they should take away benefits that had already been awarded to employees. Karla Lower will look at other options and bring more ideas to the next Board meeting. The Board will discuss how to handle the City's request at their next meeting after seeing these other options.

28E Agreement: The Foundation has agreed to fund \$1500 for Urbandale's part of a shared laptop lab with other libraries. In order to participate in this shared venture, the Board must authorize the signing of a 28E contract. After discussion, Mark made a motion to approve the contract, seconded by Marlyn. Motion carried and Bruce signed the 28E Agreement contract.

Computer Use Policy: Changes have been made to update the policy to incorporate actual practices. The policy on when children can use computers has been changed to age rather than grade level. Matt suggested adding a line to the effect of anyone not following our policy may lose their computer privileges. Mark made a motion to approve the new Computer Use Policy with Matt's changes, seconded by Matt. Motion carried.

Chapters: The registered letter sent by the Board to Dion was received. Chapters responded to the letter by sending a \$500 check which was applied to their September rent. Dion indicated he will make another payment. October rent is late and November rent is due next week. The Board realizes he is having cash flow problems and they are willing to work with him through the end of the year. They requested that he attend the next meeting to explain how he will catch up his rent payments.

Citizen's Forum: Matthew Gardner, Leadership Urbandale, was present.

Director's Report: Katherine handed out revised 2010-2011 budget pages and explained the changes to the Board. Marlyn made a motion to approve the revised budget, seconded by Julie. Motion carried. The budget will now be delivered to the City Manager for his approval.

Mark made a motion to adjourn the meeting at 7:55 p.m., seconded by Marlyn. Motion carried and meeting was adjourned.

Respectfully submitted,

Bruce Bernard
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 28, 2009**

President Bruce Bernard called the meeting to order at 7:18 p.m. Bruce read the Character Counts statement.

Members present: Mark Zlab, Bruce Bernard, Sheila Whalen, Julie Kroll, Marlyn McKeen, Kris Winter.

Staff present: Katherine Manion and Trish Dimond

Visitors: A.J. Johnson and Karla Lower

Marlyn made a motion to approve the November 23, 2009 minutes with a correction. A space will be added in New Business paragraph between “Affected” and “employees”. Motion was seconded by Mark. Motion carried.

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

Unfinished Business: Board members discussed the changes proposed by city staff for benefit compensation for part time library employees. This change would begin giving benefits in 20, 30, and 40 hour increments (reflecting half time, three-quarters time, and full time employees). Karla also suggested that library employees whose benefits would be reduced by this proposal would be compensated in the form of additional personal time over a 2 year period rather than the earlier proposed 1 year time period. The board discussed whether this change should be made or benefits left at their current level. Marlyn made a motion to leave benefits the same for the 6 affected employees and, from this time forward, new employees would be hired with the 20/30/40 hour benefit plan. Julie seconded the motion. The motion passed with a 4 to 2 vote. Yes: Kris, Bruce, Marlyn and Julie. No: Mark and Sheila.

Karla Lower, Human Resources Director for the City will bring back information about the city’s new time keeping system as to whether it can accommodate the uneven increments of benefits and whether it would be possible to have Katherine do the calculations and input the information for the 6 employees who have incremental benefit packages into the new time keeping system.

There was a change to the 2010-2011 fiscal year budget with a difference of (-) \$1086. Katherine discussed the process for the City Council’s review of the Library budget. Sheila made a motion to accept the change for the 2010-2011 budget as stated, seconded by Marlyn. Motion carried.

Chapters: Bruce reported his conversation with Dion. Katherine provided a handout showing the rent that has been received to date. Dion said that he will send another check by the end of this week (Jan. 1). The first part of January he plans to make another rent payment, and plans to pay on time at the end of January. Discussion followed. The contract for Chapters with Mustards ends February 2011. Another discussion will be held at the next meeting concerning rent payments.

Weather Closing Policy: Katherine presented a policy for closing the library due to inclement weather. Several area library policies were discussed. Mark made a motion to accept the policy presented with the addition that the Director would coordinate with the Board president to make the decision. Motion was seconded by Kris. Motion carried.

Citizen's Forum: No one present. Bruce mentioned a citizen would like to discuss the possibility of a satellite branch library in Urbandale and will be at the next meeting to discuss this suggestion.

Katherine presented information to the Board about a Food for Fines program proposed to be held on Martin Luther King, Jr. Day (January 18). Patrons would bring in food or personal items and would have \$1 in fines waived for each item. Julie made a motion to approve the Food for Fines day, seconded by Sheila. Motion carried.

Katherine discussed Teen Band Night. This program was scheduled for the fall was postponed so it will be held this spring.

Katherine talked about a Trustee Training DVD that was developed by the Library Service Areas. All libraries in Iowa received a copy. It is divided into 12 short sessions designed to be viewed at Board meetings throughout the year. Discussion followed. It was decided the DVD would be shown at the end of each Board meeting for the next year with discussion after the viewing for those Board members who would like to stay for the presentation.

Director's report: Katherine distributed the January event calendar and reminded everyone of the Adult Winter Reading Program that will start Jan. 17. She also reminded the Board of the new start time for Board meetings that will start in January. The Foundation also approved the changed 5:30 p.m. start time for their meetings starting at their March 2010 meeting. The Board will meet at 6 p.m. except in the months the Foundation meets then the Board meeting will start at 6:15 p.m.

Mark made a motion to adjourn the meeting at 8:15 p.m., seconded by Marlyn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Bruce Bernard
President

Attest: Trish Dimond