

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**JANUARY 25, 2010**

President Bruce Bernard called the meeting to order at 6:00 P.M. Matt Carver read the Character Counts statement.

**Members present:** Bruce Bernard, Matt Carver, Marlyn McKeen and Kris Winter.

**Staff present:** Katherine Manion and Debbie Sires.

Marlyn made a motion to approve the December 28, 2009 minutes, seconded by Kris. Motion carried.

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

**Unfinished Business:** Two payments have been received from Chapters Café which makes them current on their rent. No financial statement has been received yet.

Katherine explained changes in the budget. The net effect of the changes is -\$5,760. Decreases were recommended in Data Processing, Training and Development, Minor Equipment, Office Equipment and Books and Audio Visual. Matt moved that the revised budget for 2010-2011 be approved, seconded by Kris. Motion carried.

**New Business:** The Board went over the Display and Exhibit Policy to confirm it is still applicable. No changes were made. Marlyn made a motion to approve the Display and Exhibit Policy, seconded by Matt. Motion carried. Kris asked if the bulletin board could be moved from its present location to the other side of the wall where it would be more visible. Katherine will investigate and see if it's possible.

Going through year to date budget expenditures, Katherine noted that repair and maintenance costs are a little high. She will discuss possible ways to save with Brad Hansen, the custodian.

In their packets, Board members received a list of possible expenditures for Enrich Iowa funds. This money needs to be spent by the end of June. Katherine explained which items she felt needed to be purchased right away and which could be shelved until more members are present. Katherine will tell the Board at their February meeting how many meetings have been held in the ICN to help them determine if upgrades are necessary there. Another item on the list to be tabled is the security system wiring which was not done correctly when the building was constructed. Katherine will check with Bob Laden regarding any legal recourse we might have to redo the wiring correctly. Marlyn made a motion to approve purchasing high priority items listed, including a shredder, task chair, clocks, shelf backstops, early literacy stations, trash and recyclable receptacles and furniture. Matt seconded the motion. Motion carried.

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

**Director's Report:** The weather has made for a challenging year, deciding whether to close early or not. The January 28<sup>th</sup> City Council Budget work meeting was changed to February 2<sup>nd</sup>.

There will be a vacancy on the Board as of July 1, 2010.

Marlyn made a motion to adjourn the meeting at 6:40 P.M., seconded by Kris. Motion carried and meeting was adjourned.

Respectfully submitted,

Bruce Bernard  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
FEBRUARY 22, 2010**

President Bruce Bernard called the meeting to order at 6:00 P.M., reading 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, Debbie Sires and Susan Clemmensen.

**Citizen's Forum:** Jennifer Morrone

Marlyn made a motion to approve the January minutes, seconded by Kris. Motion carried.

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

Bruce then invited Jennifer to speak about concerns that had brought her to the meeting. Jennifer asked the Board to consider maintaining a site at Merle Hay Mall either by ourselves or in conjunction with Johnston and Des Moines Libraries. Des Moines Library has been occupying a space with Des Moines materials at Merle Hay Mall while renovations are being done at their Franklin Avenue Branch Library. This has been a very popular idea and patrons who are unable to reach other libraries have been happy to have access to library materials at a site accessible by public transportation. Des Moines does not have the site open on Sundays and Jennifer wondered if Urbandale or Johnston would be interested or able to staff it on Sunday afternoons. Patrons have requested it be open on Sundays. This would be a benefit to Merle Hay Mall as well as to some Urbandale and Johnston patrons who might not be able to get to the library as easily as others who have cars available to them. Des Moines Library has found that many Urbandale and Johnston residents are applying for cards at the Merle Hay Mall site. Bruce suggested that this idea be put on the Agenda for next month for further discussion. Jennifer asked the Board to contact her so she can attend again and have some input into the discussion.

**Unfinished Business:** Chapter's Café is current on their rent but no financial statement has been received from them yet. They have another year on their contract.

**2010-2011 Budget:** Katherine went through the changes to the FY2010-2011 Budget and gave the Board copies to insert in their packets. Katherine has developed a new format which condenses the information into fewer pages. The Budget will be discussed at the March 9<sup>th</sup> City Council meeting.

**Enrich Iowa Funding:** Katherine handed out information regarding Enrich Iowa funding. The document showed both the projects approved at the January meeting and additional projects for the Board to consider, explaining how each would benefit the library patrons or staff. Julie felt training for the staff should have a high priority. Upgrades to the ICN room have been suggested as a way to use some of the Enrich Iowa funds. Susan Clemmensen presented statistics on how often the ICN room is used to help the Board in making that decision. The equipment in the ICN room is outdated and no longer supported. If a piece of equipment breaks, we are unable to get the parts to fix it. Matt raised the idea of newer technology making the ICN room obsolete. He felt it might be a better use of funds to invest this money in newer technology that would be used more often. The Board discussed whether or not the library should continue to provide the ICN as a service. If the ICN upgrades are not done, all other projects suggested for Enrich Iowa funding could be done. There was also some discussion about ebooks and the high cost of this project. Mark made a motion to

approve all other items suggested for funding on the Enrich Iowa list, excluding the ICN room upgrades, ebooks, and reducing the amount for a new banner for the webpage to \$500. Matt seconded the motion. Motion carried.

As part of Enrich Iowa programming funding, staff will look into the possibility of a survey to learn more about why Western Urbandale residents may not be using the library.

**New Business:** Katherine reported that she has been working on her goals. Some have already been completed.

Some roof leaks have developed due to snow buildup. Wood Roofing has cleared some ice jams on the roof to alleviate some of the leaking.

A plumber will be coming in to see if the water in the public restrooms needs to be regulated. Patrons have complained that the water is too hot.

Janine Bauer, Adult Services Librarian, will be publicizing a video contest and is looking for judges. Bruce and Matt volunteered to help with the judging.

**Director's Report:** Katherine let the Board know that she will be in Barcelona for a week on vacation.

At 7:04, Mark made a motion to adjourn the meeting, seconded by Matt. Motion carried and meeting was adjourned.

Respectfully submitted,

Bruce Bernard  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MARCH 22, 2010**

President Bruce Bernard called the meeting to order at 6:15 P.M., reading the Character Counts statement.

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

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

A motion was made by Marlyn to approve the February minutes, seconded by Sheila. Motion carried.

Katherine went through the bill list with the Board. Julie made a motion to approve the bill list, seconded by Marlyn. Motion carried.

**Unfinished Business:** Chapters has turned in their financial statement and their rent is current. According to their statement, profits for the café were down.

\$15,000 is left in our Enrich Iowa funding. Katherine will have expenditure options at the next meeting.

Roof leaks were a problem this winter, particularly in the youth services area. Wood Roofing is looking at different ways to alleviate the problem. Katherine will keep the Board informed as she receives their construction solutions.

**New Business:** After discussion, the Board decided not to pursue a partnership with Des Moines Library regarding a branch at Merle Hay Mall. Bruce will share the results of the discussion with Jennifer Morrone.

A survey will be done to see why western residents do not use the library. The Board discussed different options that could be used to provide services, such as a bookmobile, strip mall store or vending machines. There was also discussion about how to better market our available services in this area. Katherine will continue looking into survey options that might be more affordable.

The Board reviewed the Web Privacy and Links Policy. Katherine combined the 2 policies into 1 revised web site policy. After review, Kris made a motion to adopt the new revised policy, seconded by Marlyn. Motion carried.

Janine Bauer, Adult Services and Public Relations Coordinator, will be taking maternity leave starting in mid-May. Lynnae Dingeman will cover Janine's reference hours while she is gone. Katherine asked the Board to consider raising Janine's salary to a level that would put her in line with what she should be making for the duties she performs. The Board could approve this raise to start in the new fiscal year. The Board asked Katherine to show where the extra funds would come from for this raise and they will then give it further consideration. Lynnae currently works 30 hours a week with 20 hours of benefits. The Board suggested setting a time during the year, perhaps at the beginning of the fiscal year, to reviews benefits and hours in order to keep employees current. We will be hiring a new assistant custodian and 2 new pages.

Travel for city employees has been a concern of the City Manager and he sent an email to Katherine regarding upcoming conference travel for library employees. Two staff members attended PLA and two staff members will be attending ALA. Katherine explained that there is value in attending the conferences and seeing new innovations. The Board decided that since attendance at these conferences had already been approved and included in the budget, staff should be allowed to attend as planned. Matt asked if another staff person might be interested in attending ALA since Katherine attended PLA. Bruce will draft a response to the City Manager addressing his travel concerns. Matt noted that it should be included in the letter to the City Manager that Katherine was very agreeable to whatever was decided and did not lobby for her own travel agenda.

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

**Director's Report:** More programs for teens will be offered in April.

A motion to adjourn the meeting was made by Marlyn at 7:15 P.M., seconded by Matt. Motion carried and the meeting was adjourned.

Respectfully submitted,

Bruce Bernard  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
APRIL 26, 2010**

President Bruce Bernard called the meeting to order at 6:00 p.m., reading 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.

A motion was made by Marlyn to approve the March minutes, seconded by Matt. Motion carried.

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

**Unfinished Business:** Ron Hanser and Erica Turner from Hanser & Associates presented a proposed survey to be sent to Urbandale residents in the western suburbs. The mission of this survey is to actually have contact with people from that area who do not currently use the library. The survey will be done online to keep costs down. Hanser & Associates also went through their letter of agreement changing the date of payment to 30 days after receiving their invoice rather than 10 days as is currently written in the contract. A motion to approve the letter of agreement with the 30 day modification was made by Mark, seconded by Julie. Motion carried.

Katherine reported that the 10% cut to Enrich Iowa funds will be restored. We will have another \$10,000 available to spend before June 30<sup>th</sup>. This total will be added to the \$15,000 we have not yet spent. Katherine presented a list of ideas and the Board prioritized her list as follows:

Mango Languages	\$2,625
ESL Materials	\$1,000
Foreign language materials	\$5,000
New disc cleaner	\$5,000

In addition to the items listed above, \$1,400 would be designated to market the foreign language programs. An article will be placed in the Des Moines Register, UCAN will be informed of the programs as well as teachers at Karen Acres and area churches so those who would have need of these services will know they are available. Marlyn made a motion to approve the 4 programs and allow \$1,400 for marketing, seconded by Julie. Motion carried.

Pictures of the recent roof damage were shown to the Board. Katherine has met with Dave McKay concerning this problem. Wood Roofing has been working with Weitz and has given the City a quote of \$30,000 to repair the damage and correct the structural problem to prevent future damage. There is money available for roof repair in the capital improvement line item. Dave McKay will contact the original architectural firm, Engberg Anderson from Wisconsin, to see if they will cover any of this cost.

The Public Relations Coordinator, Janine Bauer, will be taking her maternity leave. The Board has decided that they can absorb the \$10,000 requested to bring her salary into line with her pay range without specifying a particular line item. Julie made a motion to modify the budget to accommodate this \$10,000 raise for Janine when she returns to work, seconded by Matt. Motion carried.

Carmen Epstein, Circulation Manager and Susan Clemmensen, Audio Visual Librarian will attend ALA. Because Katherine and Jeanette Andrews, Reference Librarian, attended PLA in February, there was some concern about multiple conferences being attended by the same staff person.

Katherine felt it would be beneficial for her to attend ALA and offered to pay her own way but would like to count her attendance at this meeting as work time rather than using vacation time. Matt felt that was a reasonable middle ground but thought the City should be informed of this plan. Katherine will tell the City Manager.

In the third quarter budget report, we are in great shape for the rest of the year.

Katherine gave the Board copies of her self-evaluation. The Board will do a formal evaluation next month. Sheila suggested that a 360 review be done but it was decided that there is not time this year. The Board will look at formalizing a 360 review process for next year.

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

**Director's Report:** A written report was sent out in the Board packets.

A motion to adjourn was made by Mark at 7:50 p.m., seconded by Marlyn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Bruce Bernard  
President

Attest: Debbie Sires



**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MAY 24, 2010**

President Bruce Bernard called the meeting to order at 6:04 p.m., reading the Character Counts statement.

**Members present:** Bruce Bernard, Marlyn McKeen, Kris Winter and Mark Zlab.

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

Marlyn made a motion to approve the April minutes, seconded by Mark. Motion carried.

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

**Unfinished Business:** Members of the Public Art Committee attended to inform the Board of future projects. They have been working for a year and a half and have 3 sculptures in place at City sites. They have been working with City staff to find good places to display public art. The first group of art will be from Webster Elementary. There will be a ribbon cutting on Tuesday, June 29<sup>th</sup> at City Hall to coincide with a City Council meeting which will follow after the ceremony.

Building and Roof Issues – Dave McKay, City Engineer and Denny Sharp from FEH Architects went up on the roof to see recent damages. Denny will contact Weitz Construction about their estimate to repair the damage. He felt their price was high. He will let Katherine know more after he talks to them.

Because 3 Board members were not able to attend the meeting, it was decided to table Katherine's evaluation until next month.

**New Business:** Bruce appointed Marlyn and Julie to be the Nominating Committee.

CILSA ILL Contract – The contract has not changed from the previous year. Marlyn made a motion to approve signing the contract again, seconded by Mark. Motion carried and Bruce signed the contract.

Enrich Iowa Letter of Agreement – This letter has not changed from the previous year. Marlyn made a motion to approve signing the letter, seconded by Mark. Motion carried and Bruce signed the letter.

Web Page Revisions – The Web Committee is still working on the web page, doing some tweaking to final revisions. A mock up web page should be available for the Board to see at the June or July meeting.

Code of Conduct Policy – Lots of revisions were made to the current policy to make it more usable and not so negative. It was decided to leave the cell phone usage terminology in the policy as it stands now. Patrons will not be allowed to talk on cell phones in the library. Mark made a motion to approve all the revisions to the policy with the exception of cell phone usage – that will be left as stated in the original policy. His motion was seconded by Marlyn. Motion carried.

Katherine showed the Board the Welcome to Iowa Brochures that will be available for patrons.

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

**Director's Report:** Katherine told the Board that we are rounding out the budget year in great shape. Staff evaluations will be done in June.

Mark made a motion to adjourn the meeting at 6:40 p.m., seconded by Kris. Motion carried and the meeting was adjourned.

Respectfully submitted,

Bruce Bernard  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**JUNE 28, 2010**

President Bruce Bernard called the meeting to order at 6:15 p.m., reading the Character Counts statement.

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

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

Mark made a motion to approve the May minutes, seconded by Julie. Motion carried.

After discussion, Mark made a motion to approve the May bill list, seconded by Sheila. Motion carried. It was suggested that next year, the Board look at available funds left in April and decide what they should be used for to avoid having any money left in the budget. Departments had been encouraged to tighten their belts this year and be frugal because of the tougher economic times.

**Unfinished Business:** Ronald Hanser of Hanser & Associates attended to discuss preliminary results of the survey conducted by his company. 1132 people responded to the survey, most being current users of the library. Only 50 respondents were non-users. A summary of the findings was presented to the Board. The most requested items were Sunday evening hours and ebooks.

Julie and Marlyn served as the nominating committee for the 2011 fiscal year. In Marlyn's absence, Julie presented the slate of officers as follows:

Sheila Whalen – President  
Julie Kroll – Vice-President  
Kris Winter – Secretary

A motion to approve the slate of officers was made by Matt, seconded by Mark. Motion carried. Mark Zlab was nominated to serve as the Board's representative on the Foundation. A motion to approve that nomination was made by Sheila, seconded by Kris. Motion carried.

Kris raised concerns she has about the library website page and banner. She thought the Board members should see what is being proposed before the web committee spends any more time on it. Pictures of what has been done so far will be sent to the Board members and they will give their opinions at the July meeting. It will then be decided to move forward in the same path or allocate money to hire a professional web designer. Matt raised a question about the Board maybe being too involved and overstepping their responsibility. It was decided to go ahead with looking at the web page and point the committee in the direction the Board would like them to go.

Julie asked that Katherine also send out a report of what other City departments had left in their budgets at the end of the fiscal year. Katherine agreed to send that information out via e-mail as well.

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

**Director's Report:** Katherine talked about what is planned for the 10 year anniversary celebration. The Foundation will provide funding for the event.

Katherine was then asked to discuss her concerns about her salary with the Board. She presented a graph with comparisons of library director's salaries in comparable libraries in the area. Urbandale's salary range starts much lower. Bruce asked if it might be time for the City to look at redoing employee ranges again. Matt would be comfortable with asking the City to do that in order to accommodate Katherine's request. However, as Bruce pointed out, that would be a lengthy process that would not address her immediate request. A closed session to discuss Katherine's request and complete her annual evaluation was requested by Katherine. A motion to approve the closed session was made by Sheila, seconded by Julie. All voted in favor. The Board went into closed session under Iowa Code Section 21.5(i).

A motion to come out of closed session was made by Sheila at 8:15 P.M., seconded by Mark. Motion carried. Bruce will meet with Katherine tomorrow to discuss her evaluation.

A motion to adjourn the meeting was made by Mark at 8:16 p.m., seconded by Julie. Motion carried and the meeting was adjourned.

Respectfully submitted,

Bruce Bernard  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**JULY 26, 2010**

President Sheila Whalen called the meeting to order at 6:00 p.m., reading the Character Counts statement.

**Members present:** Tom Graves, Julie Kroll, Marlyn McKeen, Sheila Whalen, Kris Winter, Mark Zlab and Matt Carver.

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

Sheila introduced Tom Graves, newly appointed member to the Board.

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

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

Roy Kenagey and Jett Kofoot from the Central Iowa Library Service Area were in attendance to discuss aspects of strategic planning for the library's future direction. Roy gave an overview of how the plan works and how long it can take. He handed out an instructional pamphlet and will come to the August meeting to go through the next step of the process. Board members will put together a list of people they feel would be interested in serving on a committee to assist with strategic planning. Katherine will draft a letter that will go out to these individuals and bring it to the August meeting. Board members were asked to send their list of potential candidates to Sheila by August 13<sup>th</sup> at her home email address.

**Unfinished business:** Katherine shared with the Board her end of fiscal year budget report.

**Director's Goals:** Katherine explained her ideas for phases of work for the next year that will serve as her goals for 2011. Marlyn made a motion to approve the goals as written, seconded by Matt. Motion carried.

**New business:** The Board discussed the proposed new website design. The City's website was done with outside help at a cost of \$9,500. Discussion was held about the web committees' work in improving what is currently on our web page. Katherine will get quotes from a web software company and ask the Art Committee if they would be interested in the project. The bid for a new design should include both design component and content management.

Janine Bauer, Adult Services Librarian, talked to Board members about the possibility of funding an author event. She would like to start planning for this event and has done some research with different author's fees. Because we would like as many patrons to attend as possible to make it fiscally responsible, the event could be moved to the Urbandale Performing Arts Center. A motion to approve up to \$10,000 for this project was made by Tom, seconded by Kris. Motion carried.

The ICN Room Policy was revisited. Susan Clemmensen said the policy seems to work well as written. Matt made a motion to approve the current policy with no changes, seconded by Tom. Motion carried.

Sheila asked the Board for suggestions of ways to honor retiring Board and Foundation members. There is a \$25 gift limit for Board members. A plaque with plates of service next to Board members'

names was suggested. Katherine will check with other libraries and the City Council to see what they currently do for retiring members.

**Citizen's Forum:** Bob Bobowski was in attendance to discuss a book sale concern. He feels that having shelves unfilled does not adequately market our materials. He also offered his opinion that a good website starts with words, not pictures.

**Director's Report:** Katherine has been working on the State Library Report which is due annually. Board members were also reminded of the 10<sup>th</sup> Anniversary Celebration for the new building which will take place Saturday, July 31<sup>st</sup>.

A motion to adjourn the meeting was made by Matt at 7:31 p.m., seconded by Tom. Motion carried and meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
AUGUST 23, 2010**

President Whalen called the meeting to order at 6:00 p.m., reading the Character Counts statement.

**Members present:** Tom Graves, Julie Kroll, Sheila Whalen and Kris Winter.

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

A motion to approve the July minutes was made by Julie, seconded by Tom. Motion carried.

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

**Unfinished business:** Jet Kofoot and Roy Kenagy from the Central Iowa Library Service Area attended the meeting to continue the discussion started at the July meeting regarding our Strategic Planning. A list of names suggested by Board members had been compiled for the Board's review. Suggestions were made for additional names to be added to the list. A draft of a letter to be sent inviting those selected to the committee was reviewed and will be sent out after the September meeting. November 6<sup>th</sup> was set as the tentative date for the first meeting of the Strategic Planning Committee.

**New business:** Warren Graham, the Black Belt Librarian, will be presenting a program at the library. Staff will be instructed on how best to handle problem patrons and unforeseen situations. The cost of the program will be shared with West Des Moines, Clive and Johnston Public Libraries, with each library paying \$1,000. Katherine would like to pay Urbandale's portion with the rest of the Enrich Iowa money.

Katherine presented the final Johnston budget for the Board's approval. A motion to approve the Johnston budget was made by Tom, seconded by Julie. Motion carried.

City Hall is proposing putting all City departments who take credit card payments on the same system. Katherine thinks we will lose some revenue because it is more costly to the patron who will be assessed a fee with the new system. As it is currently set up, we are paying approximately \$100 a month for our credit card service. The Board decided to keep the current system with no fee to be assessed to the patron.

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

**Director's Report:** Janine Bauer, Adult Services Librarian, is starting a movie club, similar to a book club with movies as the focus of the discussion. Documentaries will be shown and then those interested in staying for a discussion after the presentation may do so. She has also arranged for an author visit. Rebecca Janni, author of the children's book, Every Cowgirl Needs A Horse, will visit.

A motion to adjourn the meeting at 6:50 p.m. was made by Kris, seconded by Julie. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
SEPTEMBER 27, 2010**

President Whalen called the meeting to order at 6:15 p.m. Mark Zlab read the Character Counts statement.

**Members present:** Matt Carver, Tom Graves, Marlyn McKeen, Sheila Whalen, Kris Winter and Mark Zlab.

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

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

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

**Unfinished Business:** Strategic Planning – a letter will be sent out the 2<sup>nd</sup> week of October to those people suggested by board members to be invited to participate in this project. Each board member was asked to do follow up calls to 5 people on the list to personally invite them to attend. Please email the names of those you will contact to Katherine in the next week. A board representative was asked to volunteer to attend the first meeting on November 6<sup>th</sup>. Sheila volunteered to attend and Tom volunteered to attend if Sheila has a conflict.

Website Update: Janine has been working on an RFP and has sent it to 10-15 different companies in the area. We have had 1 response so far. The Art Committee was contacted but we have not heard from their potential volunteer.

**New Business:** The annual survey completed by Katherine was sent out in everyone's packets. Our numbers are up. This survey is collected by the State Library of Iowa and allows us to get funding from the state.

Matt and Sheila were appointed to serve as this year's budget committee. The first draft of the budget will be completed in November.

A motion to approve the Public Fax Policy as it is currently written was made by Mark, seconded by Tom. Motion carried.

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

**Director's Report:** Katherine reported that 3 new pages have been hired.

A motion to adjourn the meeting was made by Mark at 6:35 p.m., seconded by Tom. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires



**Urbandale Public Library Board of Trustees**  
**Minutes**  
**October 25, 2010**

The meeting was called to order at 6:05pm by President Sheila Whalen with the reading of the Character Counts statement.

**Members Present:** Sheila Whalen, Tom Graves, Matt Carver, Marlyn McKeen. Mark Zlab.

**Staff Present:** Katherine Manion and Susan Clemmensen

A motion to approve the September minutes was made by McKeen, seconded by Graves. Motion carried.

The October bill list was presented to the Board. Carver requested that Manion get more information from Johnson Controls concerning the bill for work done not covered by the maintenance contract. A motion to approve the October bill list with the exception of the Johnson Controls invoice was made by Zlab, seconded by Carver.

**Unfinished Business:** Library Director Katherine Manion updated the Board on the progress of the library's strategic planning session. Letters were sent and calls will be made before the November 6<sup>th</sup> meeting. The Board was to send any RSVPs to Manion so lunch may be ordered.

Twelve RFPs were sent out for design of the library's web site and six were returned. The Board requested that staff compare the companies, check references and present a recommendation at the November meeting.

The Board was presented with a review of payments from Chapter's by Mustards and directed Manion to follow-up with Chapter's and to ask for a financial report.

**New Business:** Manion gave an update on the visit from the Department of Labor. They have met with representatives at City Hall, talked to selected non-exempt employees and will be giving a final report.

The Board was presented with the 2011 holiday schedule. Discussion included being closed on February 21<sup>st</sup> for a staff enrichment day. A motion to approve was made by Carver and seconded by McKeen. Motion carried.

No one was present for Citizen's Forum.

**Director's Report:** Library Director Manion reviewed the November calendar of events. Last week, the library program "Paranormal Investigators" was well attended. The first quarter budget report was presented and shows the library on track with spending.

A motion to adjourn the meeting at 6:35 p.m. was made by Graves and seconded by Carver. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Susan Clemmensen

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
NOVEMBER 22, 2010**

President Whalen called the meeting to order at 6 p.m., reading the Character Counts statement.

**Members present:** Tom Graves, Julie Kroll, Marlyn McKeen, Sheila Whalen, Kris Winter and Mark Zlab.

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

A motion to approve the October minutes was made by Marlyn, seconded by Kris. Motion carried.

The bill list was handed out and discussed. A motion to approve the bill list was made by Marlyn, seconded by Tom. Motion carried.

**Unfinished Business:** Fourteen people attended the Strategic Planning session. The committee suggested 3 areas to focus on: satisfying curiosity, creating young readers and learning to read and write. They also discussed the strengths and weaknesses of Urbandale as a community. Jet Kofoot from the Central Iowa Library Service Area will come in and talk to the staff about the topics that were brought up in the meeting. Resources will be aligned to address these topics and future budget planning will also be directed toward them. The State requires strategic planning be completed every 5 years. Next time, it was suggested that the meetings be held in January or February so they do not compete with football schedules.

Website update: The Library staff evaluated RFPs that were received from web service companies. After going through the pros and cons, 2 top firms will be selected to come in and do a presentation. Enrich Iowa funding could be used to pay their fee. Mark moved that the top 2 candidates be invited to make presentations to the staff and assess to see if we move forward. His motion was seconded by Tom. Board members will be notified of the presentation dates so they can attend if they are available or interested.

Chapters Update: Dion Cobb is out of town and will be back on November 27<sup>th</sup>. He was reminded that the rent is 3 months delinquent. He told Katherine he would look into it when he returns. Discussion was held about how to proceed if he decides not to renew Mustard's contract. Do we look for another vendor or use the space for other means? Staff will be asked for ideas also.

**New Business:** As Katherine has been preparing the budget, she is keeping operational costs flat and staying within \$1000 of last year's total budget. Katherine went through each line item with the Board. Marlyn made a motion to approve the budget and send it to the City Manager, seconded by Mark. Motion carried.

**Citizen's Forum:** Three citizens were present. Armin Ikonovic, Samantha Jackman and Madison Gonzalez are Urbandale High School government students who attended the meeting.

Katherine reported that the Department of Labor has completed their investigation with the City. Some back wages were paid. The DOL is also recommending that no fine be assessed.

A motion to adjourn the meeting was made by Marlyn at 7:30 p.m., seconded by Julie. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
DECEMBER 27, 2010**

President Whalen called the meeting to order at 6:15 p.m., reading the Character Counts statement.

**Members present:** Julie Kroll, Marlyn McKeen, Sheila Whalen, Kris Winter and Mark Zlab.

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

**Guest:** Jennifer Hubbard

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

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

**Unfinished Business:** After interviewing 2 vendors, staff made a recommendation to hire Flying Hippo to re-design the library's website. Enrich Iowa funds may be used to pay for this service. A motion to approve payment of \$11,450 to Flying Hippo for website development was made by Marlyn, seconded by Julie. Motion carried.

**Enrich Iowa:** Katherine reported that Enrich Iowa funds will be cut by 18% resulting in a payment of approximately \$80,000 rather than about \$100,000 received last year.

**Chapters:** Rent for the coffee shop is now 5 months overdue. They are in violation of their lease agreement. Other uses for the coffee shop were discussed. Katherine will contact the City Attorney and see if our next step would be to send a default notice.

**New Business:** Police were called recently to deal with a patron viewing illegal websites. The Library Board discussed the potential benefits and disadvantages of using internet filters. It was decided to leave our internet system as it is with no filtering.

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

**Director' Report:** Food for Fines Day will be held in January.

Katherine presented the Board with a letter of resignation. Her last day will be March 4, 2011. Jennifer Hubbard, Human Resources Director for the City of Urbandale, talked about conducting a search for a new library director and will assist the Board in this process. The job description will be revised and posted on the City's web page. Sheila, Kris and Marlyn will serve on a subcommittee to search for a new director.

A motion to adjourn was made by Mark at 7:28 p.m., seconded by Marlyn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires