

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**JANUARY 24, 2011**

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

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

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

**Guest:** Jennifer Hubbard

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

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

**Unfinished Business:** Jennifer Hubbard, Human Resources Director for the City, told the Board how the Library Director Search was progressing. Four applications have been received so far with one more application expected. Of the four received, three applicants seemed qualified. The Board decided to extend the deadline for applications by two weeks and to widen the search by advertising with ALA.

A.J. Johnson, Urbandale City Manager, contacted Sheila about the possibility of sharing a Library Director with a neighboring city. After discussion, the Board consensus was that they are not interested in consolidation at this position. Sheila will inform A.J. of their decision.

Katherine told the Board that she has met with Trish Dimond and Jeanette Andrews about Interim Co-Director duties and how they will split responsibilities. Trish and Jeanette will be compensated for their extra job duties by splitting a 5% raise and will cover vacations for each other. Mark moved approval of the appointment of Trish Dimond and Jeanette Andrews as Interim Co-Directors, seconded by Matt. Motion carried.

Katherine has talked to Dion Cobb about the Chapters overdue rent. Two rent payments have been paid but Chapters is still 5 months behind in their rent. The contract with Mustards is up on February 28<sup>th</sup>. Dion indicated that Mustards would like to continue running Chapters. The Board would like to have a month to month contract with Mustards and will explore other options while this contract is in place. Katherine will bring copies of past RFPs to the next Board meeting.

The Board was given a list of objectives for the library's strategic plan. The Board approved of the direction the library is headed with these goals. A few changes will be made to the plan and Katherine will bring a final copy of the plan to the meeting on February 28<sup>th</sup>. A public meeting will be held on Saturday, March 5<sup>th</sup> to present the results of the strategic plan committee to the public. Jet Kofoot from the Central Library Service Area will lead this meeting.

Changes to the 2011-2012 Budget were presented to the Board on a spreadsheet. A revised version of the budget will be presented to the City Council at their next meeting. A motion to approve the changes to the budget was made by Mark, seconded by Kris. Motion carried.

Enrich Iowa money has been received. Katherine presented a list of ideas for disbursement of these funds. Marlyn moved approval of the project list, seconded by Matt. Motion carried.

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

**Director's Report:** The February calendar was presented. The staff is very excited about the upcoming author event with Julie Powell. Bookmarks have been handed out by the circulation staff and posters are being put up around town to publicize the event.

A motion to adjourn the meeting was made by Mark at 7:18 p.m., seconded by Matt. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
FEBRUARY 28, 2011**

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

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

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

**Guest:** Jennifer Hubbard, City of Urbandale Human Resources Director.

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

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

**Unfinished Business:** Jennifer, Marlyn, Sheila and Kris have selected 6 candidates from the applications received for the Library Director position. These 6 will be contacted for phone interviews. The committee will then select 4 for personal interviews. Candidates may request a closed session. When asked for suggestions, Katherine suggested more emphasis on diplomacy being an important job requirement. Phone interviews will be scheduled for the week of March 7<sup>th</sup> with personal interviews to take place during the week of March 21<sup>st</sup>.

**Chapters Café:** A rent payment summary was passed out along with a copy of the previous RFP letter. Today is the last day of the contract with Mustard's. A month to month contract with Mustard's will be pursued. It was decided to wait until a new Director is in place to search for new vendors.

A final meeting of the Strategic Planning Committee will be held at 9:30 Saturday, March 5<sup>th</sup>.

The Board was given the final changes to the Budget. A motion to approve these changes was made by Julie, seconded by Matt. Motion carried. A final hearing of this budget will take place at the City Council meeting on Tuesday, March 8<sup>th</sup>. Kris will attend the City Council meeting with Trish and Jeanette.

Katherine gave the Board a final list for the remaining Enrich Iowa funds. A motion was made by Marlyn to approve these expenditures, seconded by Tom. Motion carried.

**New business:** The Board reviewed the Circulation Policy. Library cards currently expire annually. It was suggested that this be changed to a 2 year expiration date. It was also suggested that a patron be allowed 5 days rather than 3 to pick up their holds. A motion to approve these changes was made by Tom, seconded by Kris. Motion carried. When a new Director is in place, the Board will discuss whether to raise fines and by how much.

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

**Director's Report:** This is Katherine's last week. She will be attending the Strategic Planning Committee meeting on Saturday, March 5<sup>th</sup>, which will be her last day.

A motion to adjourn the meeting was made by Matt at 7:15 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  
MARCH 28, 2011**

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

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

**Staff present:** Trish Dimond, Jeanette Andrews and Debbie Sires.

**Guest:** Jennifer Hubbard

A motion to approve the February minutes was made by Tom, seconded by Matt. Motion carried.

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

**Unfinished business:** Jennifer Hubbard, City of Urbandale Human Resources Director, talked to the Board about the upcoming Library Director interviews. Two candidates have requested closed sessions. Jennifer went through a list of questions with the Board members to see if they had any to add or wanted to delete any from the list. Once a decision is made, reference checks will be done by Jennifer before an offer is made to the candidate.

Chapters made a rent payment of \$500.00.

City Council has approved the FY11-12 budget.

The library's Strategic Plan has been finalized. A motion to approve the plan was made by Marlyn, seconded by Mark. Motion carried.

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

**Director's Report:** Trish reported that Jerry Kluver will be presenting a gardening program in May.

Mark made a motion to adjourn the meeting at 7:15 p.m., seconded by Marlyn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBAN DALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MARCH 29, 2011**

President Sheila Whalen called the Board of Trustees into session at 4:30 p.m.

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

**Guest:** Jennifer Hubbard

The Board interviewed two candidates for the position of Library Director, Julie Wells and Marie Harms.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Sheila Whalen  
President

Tom Graves  
Recording Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MARCH 30, 2011**

President Sheila Whalen called the Board of Trustees into session at 4:30 p.m.

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

**Guest:** Jennifer Hubbard

At the request of candidates, the Board went into closed session.

The Board meeting returned to open session at 6:45 p.m. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Sheila Whalen  
President

Tom Graves  
Recording Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
APRIL 7, 2011**

President Sheila Whalen called the Board of Trustees into session at 6:00 p.m.

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

**Staff present:** Trish Dimond and Jeanette Andrews.

**Guest:** Jennifer Hubbard.

The Board discussed generally the interviews of four candidates for the open Library Director position.

Acting Library Directors Trish Dimond and Jeanette Andrews reported on staff interviews of the candidates.

Zlab moved, seconded by Kroll, that the Board re-interview Julie Wells, Wendy Street and Marie Harms on April 25, 2011 prior to the regular Board meeting. The motion was approved.

Kroll moved, seconded by McKeen, that the meeting adjourn.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Sheila Whalen  
President

Tom Graves  
Recording Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
APRIL 25, 2011**

President Sheila Whalen called the meeting to order at 5:30 p.m. The Character Counts statement was read by Kris Winter.

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

**Staff present:** Trish Dimond, Jeanette Andrews and Debbie Sires.

**Guests:** Jennifer Hubbard and Karen Graves.

Prior to conducting normal business, the Board members held second interviews with 2 candidates for the Library Director position. Interviews with these candidates started at 5:35 p.m. and ended at 6:45 p.m.

A motion to approve the March minutes was made by Mark, seconded by Kris. Motion carried.

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

**Unfinished Business:** Discussion was held regarding the second interviews conducted at the start of the meeting. Marlyn made a motion to offer the position to Wendy Street, seconded by Matt. This motion was discussed at length. Marlyn called for the question. The result of the vote was 3 in favor and 4 opposed. The motion to offer the position to Wendy was defeated.

Mark made a motion to offer the job to Julie, seconded by Kris. There were 4 votes in favor of this motion and 3 opposed. Motion carried.

Jennifer Hubbard, Human Resources Director for the City of Urbandale, gave some direction as to salary ranges for this level within the City's guidelines. Tom made a motion that Julie be offered a salary of \$82,000, seconded by Mark. Matt made a motion to offer 3 weeks of vacation, seconded by Kris. Motion carried. Sheila will call Julie to offer her the job with a salary of \$82,000 and 3 weeks of vacation. Sheila will also ask Julie for a start date.

Matt made a motion that the Library Board is fully supportive of Julie's prospective work as Urbandale's new Library Director, seconded by Tom. Motion carried.

Trish and Jeanette had a list of ideas to spend the remaining Enrich Iowa funds. A motion to approve this expenditure was made by Marlyn, seconded by Matt. Motion carried.

**New Business:** In the list of holiday closings for 2011, the library would be closed only on Monday, July 4<sup>th</sup> for the Independence Day holiday. Trish and Jeanette asked the Board to consider closing on Sunday, July 3<sup>rd</sup> because of all the community activities that weekend. Matt made a motion to approve closing on both Sunday, July 3<sup>rd</sup> and Monday, July 4<sup>th</sup> for the Independence Day holiday, seconded by Mark. Motion carried.



Two events are coming up in May that could cause congestion in the library parking lot. The Arbor Day Tree Walk will start at the Tree Park directly south of the library building. Participants in the Gabus Bike Ride will be encouraged to park up by City Hall.

**Citizen's Forum:** No one was present at this time.

**Director's Report:** The May Calendar of Events was passed out. Sheila offered to be a judge at the Pet Show on Thursday, June 9<sup>th</sup>.

With all of the rain, some new roof leaks have sprung up. Wood Roofing is assessing the problem.

Jeanette asked the Board if Board members wanted their email addresses to be listed on the contact information that is on our web page. It was the consensus of the Board that there is enough contact information already available on the library's website without adding email addresses. Anyone who would like to contact a Board member may do so by phone or mail.

A motion to approve payment of the Mustard's bill for sandwiches provided for the meeting out of the Director's Search fund was made by Mark, seconded by Kris. Motion carried.

A motion to adjourn the meeting was made by Marlyn at 8:15 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**  
**MAY 23, 2011**

President Sheila Whalen called the meeting to order at 6:00. Matt read the Character Counts statement.

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

**Staff present:** Jeanette Andrews, Trish Dimond and Debbie Sires.

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

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

**Unfinished Business:** After going through the Budget Performance Report, Trish told the Board that there were funds left to be used before July 1, 2011. Discussion was held regarding whether to purchase items that were in next year's budget now to free up those funds for next year. Some materials might be added this year to popular collections. A list of options includes:

Advantage Collection	\$12,000
Web Page Extra Options	\$10,000
Servers	\$12,000
Movie License	\$1,800
Roof Repair	Quote needed
Chimney Repair	Quote needed
Window Repair	Quote needed
Granite Repair	\$2,000
Chairs for Conference Room	\$5,000
Holds Tape	\$2,000
Security Strips	\$2,800
Poster Printer	\$1,300

Marlyn made a motion to approve up to \$70,000 of the remaining budget be spent on the list above and the maintenance items yet to be quoted, seconded by Tom. Motion carried.

**New Business:** Sheila and Tom will serve on the Nominating Committee. Matt's term expires June 30, 2011.

Revisions to the Code of Conduct policy were discussed. The City Attorney will be contacted for his legal expertise on what language should be used in this policy.

Evaluation forms for Trish and Jeanette were handed out to Board members. Katherine Manion, past Library Director, had started the evaluations but the City requested that the Board complete the forms, evaluating Trish and Jeanette on their performance as Interim Directors. Input should be sent to Sheila who will then pass it on to Julie Wells, the incoming Library Director. Julie will complete the evaluations and turn them in to the City.

Marlyn made a motion to approve signing the Enrich Iowa Agreement which includes the Open Access and Direct State Aid contracts. A second was made by Matt. Sheila signed the letter of agreement and it will be sent on to the State Library of Iowa.

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

**Director's Report:** Linda Ybarra, Youth Services Manager, is retiring after 19 years. The public is invited to a reception which will be held in the meeting rooms from 3:30 to 5:30 p.m. on Friday, June 10<sup>th</sup>.

The Pet show will be held on Thursday, June 9<sup>th</sup>. There is no rain date.

Julie Wells will start as the new Library Director on Tuesday, June 7<sup>th</sup>.

A motion to adjourn the meeting was made by Mark, seconded by Matt. Motion carried and the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**JUNE 27, 2011**

President Sheila Whalen called the meeting to order at 6:15 p.m. Matt Carver read the Character Counts statement.

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

**Staff present:** Julie Wells, Trish Dimond, Jeanette Andrews and Debbie Sires.

Board members introduced themselves to Julie Wells, the new Library Director, and told a brief history of themselves and why they are interested in serving on the Library Board.

A motion to approve the May minutes was made by Tom, seconded by Matt. Motion carried.

After discussion, a motion to approve the Bill List was made by Matt, seconded by Julie. Motion carried.

**Unfinished Business:** The roof is still leaking when it rains. David Reese from Wood Roofing asked that staff call when we experience another rainstorm so he can see the leak as it happens. David will do a current cost estimate for roof repairs.

**New Business:** Tom and Sheila served on the nominating committee for new officers.

Members nominated for office are:

Julie Kroll – President  
Kris Winter – Vice President  
Tom Graves – Secretary

A motion to approve the slate of officers was made by Matt, seconded by Tom. Motion carried. Matt will call Mayor Andeweg and officially resign from the Board of Trustees. He will serve until a new Board member has been appointed to replace him. The Foundation has 2 openings for Board representatives. A motion to appoint Kris Winter and Tom Graves to each serve a 3 year term on the Foundation and to reappoint Marlyn McKeen whose term expired June 30, 2011 was made by Matt, seconded by Julie. Motion carried.

The Board went into closed session at 6:45 p.m. to discuss evaluations for Trish Dimond and Jeanette Andrews while they served as Interim Directors. They came out of closed session at 7:32 p.m.

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

**Director's Report:** Julie will meet with each Department to observe their work flow and duties of their departments.

There are 6 candidates for the Youth Services position. Interviews will be held in July.

During a recent lightning storm, an outside air conditioning unit was damaged. Johnson Controls will give Julie a quote for this repair. They will also give us a price on installing a screen to protect the outside unit. Matt recommended fixing the damaged unit and waiting on the screen until later.

Because of rain, the Pet Show was held indoors this year.

Trish told the Board that an email link has been put on our web page for patrons to contact the Board with concerns, complaints, compliments, etc. This site will be checked by the Board secretary and he/she will respond to messages.

Kris asked that a web page update be put on the July Agenda.

Sheila asked Julie to send out a weekly update to Board members. That will keep them informed as events occur weekly rather than once a month at the Board meeting.

Sheila's suggestion for an addition to the Code of Conduct policy will be sent to the City Attorney for his review before it is approved by the Board.

An incident report was filed last month when a pregnant woman tripped while walking into the library. Public Works has repaired the problem that caused her to trip once before but it has reoccurred.

A motion to adjourn the meeting was made by Matt, seconded by Kris. Motion carried and the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JULY 25, 2011**

President Julie Kroll called the meeting to order at 6:15 p.m. Julie Wells read the Character Counts statement.

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

**Staff present:** Julie Wells, Trish Dimond and Debbie Sires.

A motion to approve the June minutes was made by Tom, seconded by Kris. Motion carried.

A motion to approve the Bill List was made by Marlyn, seconded by Tom. Motion carried.

**Unfinished Business:** A picture of the new web page designed by Flying Hippo was handed out. Janine Bauer is working with Flying Hippo to load the content. Rus is working on the server. Only 2 staff people are able to work on the project. Trish is hopeful that the new web page will be up by September 1<sup>st</sup>.

Revisions to the Code of Conduct Policy are still being discussed.

After receiving a quote of \$6,143 from Johnson Controls to place guards around the air conditioner units, it was decided that we would not pursue this project.

**New Business:** A new Wireless Policy is now in place. Guests are required to read and agree with the policy before they are allowed access to our wireless internet service. It was decided to change the word "guest" to "user" wherever it appears in the policy. A motion to approve the policy with that change in wording was made by Marlyn, seconded by Mark. Motion carried.

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

**Director's Report:** Carmen Epstein has been hired as the new Youth Services Manager. She is currently employed as the Circulation Manager. She will continue in her Circulation position for a month while we search for her replacement.

Chapters made another rent payment.

The service contract with Johnson Controls is due for renewal on July 31<sup>st</sup>. This contract costs \$34,000 annually. Before this contract comes due next year, other alternatives will be researched to see if another company might be able to provide the same services for less cost.

Julie Wells handed out her ideas for six month goals. Julie Kroll will contact Jennifer Hubbard, Human Resources Director, for guidance on setting monetary amounts for each goal.

The Board was told that Trish Dimond, Assistant Director, and Jeanette Andrews, Reference Manager, were given Spot Awards by the City Manager as a thank you for their extra efforts during their time as Interim Directors.

A motion to adjourn the meeting was made by Mark at 7:00 p.m., seconded by Marlyn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
AUGUST 22, 2011**

President Julie Kroll called the meeting to order at 6:00 p.m. Julie introduced new Board member, Jeff Merrill. Jeff read the Character Counts statement.

**Members present:** Tom Graves, Julie Kroll, Jeff Merrill, Sheila Whalen, Kris Winter, Mark Zlab.

**Staff present:** Julie Wells, Trish Dimond, Janine Bauer and Debbie Sires.

A motion to approve the July minutes was made by Mark, seconded by Sheila. Motion carried.

A motion to approve the Bill List was made by Tom, seconded by Mark. Motion carried.

**Citizen's Forum:** Because a guest was present, the Board invited her to speak before the meeting's business portion was begun. Mirella Gobon, a resident of Urbandale, was concerned about being unable to access gaming sites on the library's computers. She felt that her Hotmail account had been somehow blocked by our library's computer tech and wanted the Board to have her name unblocked. After discussion, Trish offered to contact the gaming sites in question for insight on this matter.

**Unfinished Business:** Janine presented the new web page image to the Board. It is hoped that the page will be up by the first of September.

Tom presented the new Code of Conduct Policy with his suggestions for changes noted. The Board also decided to replace #16 under Guidelines for Appropriate Behavior with revised wording suggested previously. This revised policy will be sent to the City Attorney for his approval.

**New Business:** Julie passed out the Johnston Budget detail. A motion to approve the Johnston Budget was made by Tom, seconded by Mark. Motion carried.

Carmen Epstein, Circulation Manager, had some changes marked on the Circulation Policy. After discussion, Sheila made a motion to approve the revised Circulation Policy with changes, seconded by Kris. Motion carried.

Open Access cities are required to sign up annually. In updating our Open Access list on our database, we have found some cities who contracted last year are not participating this year. The Board decided not to allow patrons from non-participating cities to have access to our library materials. Those patrons would be eligible to purchase a subscription card.

Possible Capital Improvement Projects to be submitted to the City include roof repair, chimney repair and fixing the columns out front.

Citizen's Forum will now appear as item III on the Board Agenda.

It was discussed and decided to leave the meeting time at 6:00 p.m.

**Director's Report:** Sixty applications were received for the vacant Circulation Manager position. Nine finalists have been selected. Phone interviews will be conducted with Julie, Carmen and Jennifer Hubbard, City of Urbandale Human Resources Director.

Julie passed out a listing of available database sites offered by the library and how often they are accessed.

Mark made a motion to adjourn the meeting, seconded by Jeff. Motion carried and the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires



**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
SEPTEMBER 26, 2011**

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

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

**Staff present:** Julie Wells, Trish Dimond and Debbie Sires.

**Guests present:** Anne Carothers-Kay, David Reese and Brian Poindexter.

Anne Carothers-Kay told the Board about a new online news source with which she is affiliated - UrbandalePatch.com. She would like to include items discussed at the Board meetings in her articles.

Mark made a motion to approve the August Board minutes, seconded by Tom. Motion carried.

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

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

**Unfinished Business: Code of Conduct Policy** -Bob Laden, Urbandale City Attorney, suggested a deadline be added in the policy for banned patrons to appeal a banning incident. The Board decided that they would add a sentence stating that there would be a 30 day deadline from the date of the banning for an appeals process to begin. Tom will note this change in the policy and bring a revised copy of the policy to the October Board meeting.

David Reese from Wood Roofing discussed possible options for repairs to the roof that would prevent future leaking problems. A snow fence could be put up for about \$3,000 which would be much cheaper than reconstructing the roof but would not be a permanent fix. Julie will talk to Dave McKay, Urbandale City Engineer, about how to proceed with the roof repairs. Dave will be asked to attend the October Board meeting and discuss his ideas and suggestions with the Board.

Brian Poindexter from Poindexter Flooring talked to the Board about torn carpet throughout the building. He suggested using carpet tiles if the carpet is replaced so that wear and tear could be more easily handled. The original carpet that is in the building could be patched but the patched areas would stand out quite noticeably. If it is decided to re-carpet with tiles, they could be put up to the shelves or the shelves could be lifted and tiles put underneath. If it is decided to carpet up to the shelves, enough tiles should be bought at the time of installation to carpet the entire area later to ensure the runs match. Brian estimated patching the carpet would cost about \$700. Replacing the carpet with carpet tiles would cost \$100,000. The Foundation will pay \$50,000 of the carpet cost when it is replaced. Bids will be solicited for the carpet.

**New Business:** Julie showed new book bags that are available through Totes 2 Go. Area businesses put their advertising on the bag and they are handed out free to patrons. Our library logo will be put on one side with advertising on the other side. Julie checked with City Hall and this does not violate the City advertising policy. Julie will research the company to see if we will pursue the project.

Sheila and Jeff will serve on the Budget Committee.

**Director's Report:** Julie handed out final copies of the Annual Report. It is due on September 30<sup>th</sup>. If anyone has comments, please direct them to Julie by Wednesday, September 28<sup>th</sup>.

Julie will be making a decision this week on who will fill the Circulation Manager position.

The status of Chapters overdue rent will be discussed at the October meeting.

Janine Bauer, Adult Services Librarian, will be planning a 50 year anniversary event.

A motion to adjourn the meeting was made by Mark, seconded by Jeff. Motion carried. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
OCTOBER 24, 2011**

President Julie Kroll called the meeting to order at 6:00 p.m. Sheila Whalen read the Character Counts statement.

**Members present:** Tom Graves, Julie Kroll, Jeff Merrill, Marlyn McKeen and Sheila Whalen.

**Staff present:** Julie Wells, Trish Dimond, Debbie Sires and Julie Finch.

**Guest:** Dave McKay

**Citizen's Forum:** Connor Schurr, 3208 Melanie Drive, Urbandale, IA.

Sheila made a motion to approve the September minutes, seconded by Marlyn. Motion carried.

Tom made a motion to approve the bill list, seconded by Jeff. Motion carried.

Julie Wells introduced Julie Finch, Circulation Manager. The Board introduced themselves and Julie thanked them for the opportunity to join the Urbandale Library staff.

**Unfinished Business:** Dave McKay, City of Urbandale Engineer, was in attendance to speak to the Board about the roof issues. Dave met with David Reese from Wood Roofing along with a representative from Weitz Construction. Dave has also contacted Denny Sharp, an architect with FEH Associates, who has offered his services and expertise. FEH Associates was the local firm in partnership with Engberg Anderson from Milwaukee, Wisconsin when the building was constructed. Denny was the on-site architect from FEH Associates assigned to the building project. FEH Associates will put together a quote with their recommendations on how best to fix the problem. This repair will most likely not take place before April 2012. Dave McKay suggested a snow guard be installed until a permanent fix can be made.

Tom went through corrections to the Code of Conduct Policy. Item #16 will be corrected to read as suggested in a previous meeting. A motion to approve the revised Code of Conduct Policy as amended was made by Marlyn, seconded by Sheila. Motion carried.

**New Business:** Julie asked the Board to consider a Food for Fines Day. Patrons bring in food items to be donated to the Urbandale Food Pantry in exchange for library fines being forgiven. Tom made a motion to approve the Food for Fines day, seconded by Marlyn. Motion carried.

Julie presented the list of holiday closings for 2012. After discussion, the Board decided that the library should remain open on the Wednesday before Thanksgiving until 6 p.m. and open on the Friday after Thanksgiving, 1-6 p.m. The library will also be open on Sunday, December 23<sup>rd</sup> from 1 to 5 p.m. With those changes, Marlyn made a motion to approve the holiday closings Julie had requested, seconded by Sheila. Motion carried.

City officials met with 2 Board members and staff recently. Resolving patron issues was discussed with City officials giving recommendations to staff members on how to best handle matters that might arise in the course of a work day. Staff was encouraged to write up incident reports and the Board would like to be informed of any issues that might need Board action.

Tom asked Julie to check on the Board email address to be added to our web page.

Chapters is behind in their rent payments. Julie will send out a copy of their lease agreement along with a list of the unpaid months in the November Board packet.

The IRS will not be sending out any paper tax forms this year. The reference staff will print forms for 10 cents a page for patrons requesting them.

A motion to adjourn the meeting was made by Sheila, seconded by Jeff. Motion carried and the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
NOVEMBER 28, 2011**

President Kroll called the meeting to order at 6:00 p.m. Kris Winter read the Character Counts statement.

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

**Staff present:** Julie Wells, Trish Dimond and Debbie Sires.

**Guest:** Anne Carothers-Kay, UrbandalePatch.com.

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

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

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

**Unfinished business:** Julie had called Dave McKay for an update on the roof issue but had not heard back from him yet.

**New business:** The staff running Teen Game Night asked about having games available with an M (Mature) rating as opposed to the T (Teen) rating we currently have. Would participants need parental approval? Carmen Epstein, Youth Services Manager, will attend the January meeting with an M rated demo to show the Board. Currently there is 1 staff member/chaperone for every 6 participants. Can that be changed to 1 staff member/chaperone for every 10 participants? It was suggested that Carmen revise the policy to incorporate the changes she would like made and send it to the Board members before the January meeting. The revisions she makes can then be discussed and voted upon at the January meeting.

**Chapters rent:** No payments have been received in fiscal year 2011. Kris moved to have the City Attorney send a default notice to Mustard's under provisions of the contract, seconded by Tom. Motion carried.

Julie Wells, Jeff and Sheila met and went through the first phase of the budget process. The budget is to be completed and submitted to A.J. Johnson, Urbandale City Manager, by December 5<sup>th</sup>. Julie went through each line item with the Board, explaining what the increase is for FY12-13.

Department heads will be asked to come up with a list of pros and cons regarding regional library systems.

**Director's report:** The masonry repair has been taken out of the CIP. There is still \$50,000 for carpet and \$50,000 for electrical work in the CIP.

Representatives of the Urbandale Art Committee will attend the December Board meeting to discuss expanding the art project in our building.

The library will be celebrating its 50 year anniversary in December. The Foundation contributed \$2,000 for publicizing and celebrating this occasion.

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

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
DECEMBER 19, 2011**

President Julie Kroll called the meeting to order at 6:10 p.m. Mark Zlab read the Character Counts statement.

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

**Staff present:** Julie Wells, Trish Dimond, Debbie Sires, Carmen Epstein and Rus Mumme.

**Guest:** Janet Emerson, Urbandale Public Art Committee.

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

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

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

**Unfinished Business:** Julie met recently with A.J. Johnson, City Manager and Nicci Lamb, Finance Director. At this time, no adjustments were made to the budget. The budget will now be discussed at City Council work sessions. The Board asked about the schedule for replacing computers. Rus did an inventory of the 94 computers in the library. Computers are on a 5 year replacement schedule. There are 41 computers out of warranty right now. The budget allows for 10 computers to be replaced in FY12-13. No computers were replaced in this fiscal year.

**Enrich Iowa** is down 28.9% from last year. Urbandale's total of Enrich Iowa money this year is \$65,412.70.

**Chapters:** To date, Chapters is operating on a month to month contract. Dion Cobb, manager of the coffee shop with Mustards, will be asked to attend the January Board meeting and bring his most current annual financial statement. Julie Kroll will send him a letter as the Board President requesting his presence. After reviewing the financial statement and talking to Dion at the meeting, the Board will discuss how best to proceed with future plans for the coffee shop.

**Urbandale Public Art Committee:** Janet Emerson was in attendance to talk to the Board about the Urbandale Public Art Committee's future projects in the City. The library currently has grade school art displayed in various places in the building. Janet proposed having the library as a central area for displaying art, particularly in our front meeting room hall area. If additional lighting is deemed necessary, the Art Committee could pursue grants or the Foundation could consider funding it. After discussion, the Board decided to pursue this partnership. Julie Wells will contact Janet and Bruce Bernard to inform them of our interest.

**Teen Video Game Night:** Carmen Epstein, Youth Services Manager, approached the Board about changing the ratio of staff members to attendees from 1 staff to 6 attendees to 1 staff to 10 attendees on Teen Game Night. It was also requested to allow attendees to play games with a rating of M for Mature rather than T for Teen. Rus Mumme showed a demo of a typical M rated video game. Rus will read reviews and decide which games will be purchased. Parents will be given a more complete registration form noting that games played might be M rated.

The cost from David Reese of Wood Roofing to add a proposed snow guard on the roof will be \$2,600. This snow guard will help prevent problems with snow melt but will not be a permanent fix. Bids will go out at the end of January after we receive the Architect's proposed design for a permanent solution to fix this problem permanently.

**New Business:** At their most recent meeting, Polk County Librarians proposed a cut of 30% for serving rural residents. Urbandale received \$15,000 from this fund last year.

Char Opdahl is retiring December 30<sup>th</sup>. There will be a position open in Youth Services. We also have another Page position open.

A motion to adjourn the meeting was made by Marlyn, seconded by Jeff. Motion carried and the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires