

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JANUARY 27, 2014**

President Graves called the meeting to order at 5:30 p.m. Diana Ripperger read the Character Counts statement.

Members present: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger and DeDe Zaun.

Staff present: Julie Wells, Debbie Sires, Jeanette Andrews and Joy Troeger.

A motion to approve the December 2013 minutes was made by Jerry, seconded by Jeff. Motion carried.

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

Citizen's Forum: No one was present.

Unfinished Business: Jeanette Andrews, Reference Manager, showed a demo of Enterprise, the new online catalog purchased through SIRSI. Comments from library patrons have all been positive.

Tom, Greg and Julie met to prioritize a list of Enrich Iowa expenditures. Julie passed out the list of their suggestions. In addition to their recommendations, Jeff added that he would like the Virtualization Completion paid and Marva felt we should be purchasing more computers. Replacing meeting room tables is also important. The Enrich Iowa funds need to be spent by the end of June. Julie will revise the list and send it out ahead of the February Board meeting to allow more time to read through the items and make a decision. A motion to approve \$43,900 for the recommended items from the committee was made by Jerry, seconded by Jeff. Motion carried.

New Business: E cigarettes are currently allowed in public places. The smoking ban on cigarettes does not include e cigarettes. A motion to ban e cigarettes from the library was made by Jeff, seconded by Marva. Motion carried.

Chapters would like to purchase a Panini press. This would make use of ingredients already purchased for cold sandwiches and wraps. This purchase would not come out of the library's operating budget. Chapters has a fund specifically set up for purchasing equipment with approximately \$10,000 available. A motion to purchase a Panini press was made by Diana, seconded by DeDe. Motion carried.

Funds for a new ILS were taken out of next year's budget. Tom and Julie will attend the City Council meeting Wednesday, January 29th when the library budget will be discussed.

A motion to adjourn the meeting was made by Marva, seconded by Diana. Motion carried and the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Thomas P. Graves
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES

MINUTES

FEBRUARY 24, 2014

President Graves called the meeting to order at 5:30 p.m. Jerry Brimeyer read the Character Counts statement.

Members present: Marva McCarty, Jeff Merrill, Tom Graves, Jerry Brimeyer, Diana Ripperger, Greg Ward, DeDe Zaun

Staff present: Julie Wells

Approve Agenda: The agenda was reviewed and no changes were made.

Approve January Minutes: Jerry moved and Jeff seconded a motion to approve the January 2014 minutes. Motion carried.

Approve Bill List: After some discussion, Greg moved and Marva seconded a motion to approve the bill list. Motion carried.

Citizen's Forum: No one was present.

Unfinished Business: Enrich Iowa Update. Julie, Tom and Greg met to determine a plan for spending the remaining Enrich Iowa funds. Julie distributed a report detailing the items already purchased/approved and information about ILS implications on the remaining Enrich Iowa funds. The total of Enrich Iowa funds that have already been used is \$49,955, leaving \$42,859 to be spent. Marva made a motion that the Board of Trustees accept changes to the original list of Enrich Iowa expenditures. Jeff seconded the motion. Motion carried. Because the City Council did not approve the purchase of a new Integrated Library System in the 2014 budget; Julie, Tom and Greg recommend that we use the remaining Enrich Iowa Funds to purchase a new ILS. Julie has scheduled demonstrations from four possible vendors. Enrich Iowa funds must be spent by the middle of June so a special board meeting will be called on May 5, 2014 at 5:30 to vote on how to spend the remaining funds. If it is decided that a new ILS will not be purchased, a list of other possibilities on which to spend those funds will be available. After a lengthy discussion, Jeff moved and Greg seconded a motion to proceed in this way – holding back the remaining Enrich Iowa funds to purchase a new Integrated Library System with a back-up plan in place in case the decision is made to keep the current system. Motion carried.

New Business: StoryWalk Project. Julie described how the StoryWalk Project will work and had an example for display. This project will be paid for out of this year's budget. Information about the StoryWalk was included in the board packet. Julie is checking with attorneys about gaining permission from authors to use their books. The Board of Trustees gave full support of the project.

Board Member's E-mail Addresses: An e-mail address has been established for patrons to make contact with board members. The address will be active for a trial period to see if there is much activity. Board President or Board Secretary will monitor the address.

Light Sequencer: The light sequencer is still broken and library staff are turning lights on and off using the breaker switch. This is not a long term solution. Julie has received two bids to replace the broken one. The board decided to table this item until Jeff has an opportunity to take a look at it. He thinks there may be other options for solving the problem.

There was discussion about the procedures used when closing the library due to inclement weather.

Director's Report: Julie gave an update on the replacement for Debbie Sires and explained her plan to fill the Assistant Director position.

Julie then introduced a new concept that the Art Committee is working on. Dinner with the Authors is the next new event to happen at the Urbandale Library. The evening would include a visit from some well-known authors (portrayed by actors) and dinner.

Greg moved and Marva seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Diana Ripperger
Board Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
MARCH 24, 2014

President Graves called the meeting to order at 5:30 p.m. Jeff Merrill read the Character Counts statement.

Members Present: Tom Graves, Jerry Brimeyer, Jeff Merrill, Diana Ripperger, Greg Ward, DeDe Zaun, Marva McCarty

Staff Present: Julie Wells, Trish Dimond

Approve Agenda: The agenda was reviewed. No changes were made.

Approve February Minutes: Jeff moved and Greg seconded a motion to approve the February minutes. Motion carried.

Approve Bill List: After some discussion, Jeff moved and Marva seconded a motion to approve the bill list. Motion carried.

Citizen's Forum: No one was present.

Unfinished Business – Light Quotes: Two options are under consideration. The current light sequencer could be replaced with a new one or an alternative of using lighting contactors could accomplish the same thing. Jeff and Julie met with ABC Electrical Services to examine and discuss the current light sequencer situation. Quotes were received from ABC Electrical Services and A & W Electrical Contractors, Inc. for both options. Using lighting contactors is the less expensive way to adequately turn lights on and off in the library. Jeff recommends that we go the light contactor route. Marva moved and Greg seconded a motion to accept the bid from ABC Electrical Services to demo the old controller and install lighting contactors for \$6,640.00. Motion carried.

New Business – Annual Survey: A copy of the last survey used in March of 2013 was included in the board packet. The board discussed the timing and type of questions to be used in the next survey. It was suggested that questions regarding Chapters be removed. Marva and Jerry will review the survey questions and report back to the board at the April meeting.

Director's Report – Building Reconfiguration Update: Julie reported that some changes may be made to the plans for reconfiguring the library. A centralized service desk located in the center of the library is one idea being considered. Mini service desks throughout the library or roaming staff may also be used to assist patrons. Staffing changes may have an impact on how the library is reconfigured. Reference desks are not used as much as in the past. Technical or IT people may also be more in demand than before.

April Lunch & Learn: Julie distributed a list of possible topics for the April lunch & learn. Board members were asked to select two topics they would like hear about. The lunch & learn will be Tuesday, April 15 at noon.

Trish Dimond's retirement reception is Friday, March 28, from 3:30 to 5:30.

Dinner with the Authors is Saturday, April 5th. Tickets are going fast so purchase your tickets soon.

Greg moved and Jerry seconded a motion to adjourn. Motion carried.
Meeting adjourned at 6:05.

Respectfully Submitted,

Diana Ripperger
Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
APRIL 28, 2014

President Graves called the meeting to order at 5:32. Marva McCarty read the Character Counts statement.

Members Present: Tom Graves, Jeff Merrill, Greg Ward, Diana Ripperger, Marva McCarty

Staff Present: Julie Wells, Carmen Epstein, Kathryn Manion

Approve Agenda: The agenda was reviewed. No changes were made.

Approve March Minutes: Jeff moved and Greg seconded a motion to approve the March minutes. Motion carried.

Approve Bill List: Julie answered some questions about the bills and then Jeff moved and Marva seconded a motion to approve the bill list. Motion carried.

Citizen's Forum: No one was present.

Unfinished Business – Proposed 2014 User Survey: Jerry, Marva and Jeff met with Julie to discuss the User Survey. They recommend that we use the same survey as we used in 2013 with a few minor changes. The introduction will be worded differently. They thought the question regarding Chapters should be eliminated. Also on question 4 under Customer Satisfaction, the categories of Library's catalog and Library's website should be listed separately. The survey will be available for patron response in June. Greg moved and Marva seconded a motion to accept the survey as altered. Motion carried.

New Business – Approve Polk County Contract: The Contract for Library Services to Rural Polk County dated June 25, 2012 along with the new contract for FY2014-2016 were included in the Board packet for review. The terms of the new contract remain the same with the exception that the amount Polk County is paying for services will increase from \$350,000 to \$400,000 and the annual payment received by our library will increase from \$10,268 to \$10,430. Julie then distributed a report summarizing Urbandale, Windsor Heights, Polk County and Open Access funding for FY 12/13. There was discussion about said report. Jeff then moved and Greg seconded a motion to approve the Contract for Library Services to Rural Polk County for FY14-16. Motion carried.

Julie will research how many Urbandale residents use other libraries and report back to the board.

Cedar Rapids Library Visit Recap: Julie showed a picture presentation of her visit to the newly built library in Cedar Rapids.

Director's Report: The May calendar of events was distributed.

The last ILS (Integrated Library System) demonstration will be tomorrow April 29. Julie and staff will then review all the possible options for purchasing a new system or staying with our current system and will have a recommendation for the Special Board Meeting to be held on Monday, May 5, 2014 at 5:30.

Greg moved and Jeff seconded a motion to adjourn. Motion carried.
Meeting adjourned at 6:23.

Respectfully Submitted,

Diana Ripperger
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
MAY 5, 2014**

Present: Tom Graves, Jerry Brimeyer, Jeff Merrill, Marva McCarty, Greg Ward, Diana Ripperger

Staff Present: Julie Wells, Kathryn Manion

President Graves called the meeting to order at 5:30 and read the Character Counts Statement.

Change Meeting Date: Tom discussed the idea of changing the May meeting to Tuesday, May 27, 2014. Seeing no opposition, the May meeting will be on Tuesday, May 27.

Approve Enrich Iowa Expenditures: The Integrated library system that the Urbandale Library currently uses was purchased in 2002. The software maintenance fee is paid annually according to a five-year contract. That contract expires in September of 2014. The contract could be renewed at that time, or a new system could be purchased. Julie, along with several staff members, researched three other potential vendors and observed demonstrations from all three. Julie compiled information about each vendor and weighed the pros and cons of each. She distributed an updated version of this information at today's meeting. The Board of Trustees discussed this information at great length.

Jeff made a motion stating that the Board of Trustees had reached consensus that they would like to use Enrich Iowa funds to purchase a new integrated library system. They will determine which system to purchase and take the necessary action at the May meeting. Greg seconded the motion. Motion carried.

Greg moved and Marva seconded a motion to adjourn. Motion carried.

Meeting adjourned at 6:08 p.m.

Respectfully Submitted,

Diana Ripperger
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
MAY 19, 2014**

Members Present: Tom Graves, Jeff Merrill, Diana Ripperger, DeDe Zaun, Greg Ward, Marva McCarty

Staff Present: Julie Wells, Lynnae Dingeman, Julie Finch, Katherine Manion, Jeanette Andrews

President Graves called the meeting to order at 5:32. Jeff Merrill read the Character Counts Statement.

Approve Agenda: The agenda was reviewed. Under New Business the topic of ‘Dishwasher’ was added as item C.

Approve April Minutes and Special Meeting Minutes: DeDe moved and Jeff seconded a motion to approve the April minutes. Motion carried.

Jeff moved and DeDe seconded a motion to approve the May 5, 2014 Special Meeting minutes. Motion carried.

Approve Bill List: Diana moved and DeDe seconded a motion to approve the bill list. Motion carried.

Citizen’s Forum: One citizen, John Jeffrey, was present. He had no comments.

New Business:

Committee for Election of Officers: DeDe and Diana agreed to serve on the Committee for Election of Officers. Officers will be elected at the June meeting.

Director’s Annual Performance Evaluation: Included in the board packet for today’s meeting was a copy of the performance evaluation form which the board will use to evaluate the director. The deadline for this evaluation is June 20th, but since the board will not meet next until June 23rd, that deadline has been extended. Each board member is asked to fill out this evaluation form to the best of their ability and include number evaluators as indicated on the form. The board will then combine their results and meet with Julie.

Dishwasher: Dion, from Chapters, has received quotes on a new dishwasher. No firm decisions have been made at this time. The account designated for Chapters maintenance has a balance of \$10,000. The money to purchase a dishwasher will come from that account. Greg moved and Jeff seconded a motion to use *up to \$4,000* from that account to purchase a dishwasher for Chapters. Motion carried. Julie distributed statements of operation for the time period Nov – Dec 2013 and Jan – March 2014 for DCSS Incorporated (Chapters). The reports show that Chapters experienced a positive net profit at the end of March as opposed to a net loss at the end of Dec. Julie reviewed these reports with the board.

Unfinished Business:

ILS Contract Approval: Staff members that participated in the ILS selection process were present. They each gave their opinion as to which they would recommend, either making a change to Polaris or staying with SirsiDynix. There was a mixed review. All staff present agreed that they would support which ever system was selected and would willingly work with it. Pros and Cons to each system were discussed. Board members asked many questions. After a lengthy conversation, Greg moved and Jeff seconded a

motion to accept the five year contract with Polaris. Motion carried with a 5 to 1 vote with Marva casting a nay vote.

The board discussed whether it would be better to go with having Polaris host our system or have the server housed in the library (turnkey). The advantages of having the system hosted are that Polaris will be able to handle upgrades and we will not have the costs associated with a server (purchase, maintenance, etc.). Julie told the board that over the life of the five year contract, a hosted system would cost \$215,806 and a turnkey system would cost \$165,265. She also pointed out that, while there is quite a savings over the five year period, the turnkey quote costs more up front, and we would need to find an additional \$5,000 in order to implement a turnkey contract this year.

Jeff made a motion that the board sign a 5 year turnkey contract with Polaris. Greg seconded the motion. Everyone voted in favor.

There was some further discussion about the next meeting. At 6:55 pm, Jeff made a motion to adjourn and Greg seconded. Everyone voted in favor.

Respectfully Submitted,

Diana Ripperger
Secretary

Katherine Manion
Collection Services Manager

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JUNE 23, 2014**

Members Present: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger, DeDe Zaun

Staff Present: Julie Wells, Katherine Manion

President Graves called the meeting to order at 5:45. Marva read the Character Counts statement.

Approve Agenda: The Agenda was reviewed. No changes were made.

Approve May Minutes: Jeff moved and Marva seconded a motion to approve the May minutes. Motion carried.

Approve Bill List: Jerry moved and Jeff seconded a motion to approve the bill list. Motion carried.

Citizen's Forum: No one present.

Unfinished Business: Appoint Officers – DeDe and Diana served as a nominating committee for the election of officers. Diana reported that they would follow the tradition of moving the Vice President to President, the Secretary to Vice President and select a new Secretary. They proposed the following slate of officers: President – Jeff Merrill

Vice President – Diana Ripperger

Secretary – Jerry Brimeyer

Marva seconded that motion. Motion carried.

New Business: Appoint Representatives to the Foundation - Tom and Jeff's terms on the Foundation expire June 30, 2014. One/both need to be reappointed or one/two other members appointed. Each term is for three years, July 1, 2014 – June 30, 2017. Jerry moved and Marva seconded a motion to reappoint Tom and Jeff to the Foundation. Motion carried.

Unattended Child Policy Review: A revised version of Urbandale Library's policy on Unattended Children and /or Disruptive Behavior along with policies adopted by the Clive, Des Moines and Johnston libraries were included in the board packet. After a lengthy discussion Jeff moved and Marva seconded a motion to post the proposed policy change in a place where library patrons can give feedback. Motion carried. The Board will revisit this policy at the July meeting after gathering feedback.

Director's Report: FY13/14 Budget Update – Julie gave a budget update as of the fiscal year end. She reported that the remaining balance was \$82.87.

FY13/14 Enrich Iowa Expenditures Update: Julie reviewed the list of Enrich Iowa Expenditures for Fiscal Year 2013/14. The Enrich Iowa amount received was \$91,813.85. Total expenditures were \$91,800.83 leaving a balance of \$13.02.

July Calendar of Events: Julie distributed the July Calendar of Events. A Lunch-n-Learn is scheduled for July. Possible dates were discussed. Julie will schedule the event and notify the Board.

Each month in the Board packet there is a report graphing the circulation statistics for the previous month along with those numbers compared to a year ago. Katherine Manion compiles that information for the Board. She asked the Board which statistics they would like to see and which ones could be eliminated. Cake pans, puppets and Freegal will be eliminated on future reports and program attendance (broken down by age level) will be included. Tom requested a report that shows a four year history of these statistics. Jerry requested a report showing month by month statistics for the current year.

Marva recommends that the Board of Trustees review the Strategic Plan and compare progress to projection. Library staff will be updating the strategic plan soon, as they prepare for the accreditation process.

Closed Session: The public portion of this meeting was suspended at 6:30 to go in to closed session to discuss the Director's annual performance evaluation.

Return to Open Session: The Board returned to open session at 7:10.

Jerry moved and Marva seconded a motion to adjourn. Meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Diana Ripperger
Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JULY 28, 2014

Members Present: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger, Greg Ward

Staff Present: Julie Wells, Katherine Manion, Lynnae Dingeman

President Merrill called the meeting to order at 5:33 PM. Greg read the Character Counts statement.

Approve Agenda: The agenda was reviewed and no changes were made.

Approve June Minutes: Tom moved and Marva seconded a motion to approve June minutes. Motion carried.

Approve Bill List: Tom moved and Diana seconded a motion to approve the bill list. Motion carried.

Citizen's Forum: No one present.

Unfinished Business: Children's Use of Library - the verbiage on the document had been changed from "minor" to "child". The proposed policy was posted at the library and no comments were received. Board discussed need for a *chain of command* in order to be responsive to the intent of the new policy - possibly using language "director or designee". Discussed how to provide designation of person in charge. Julie prefers a phone call to her, then establish a possible phone tree. The language was changed to "... if Library Director is unable to be reached, a department manager must be consulted."

Marva moved that the new policy with altered language be approved. Diana seconded. Motion carried.

New Business: Uncollected Revenue - Considered how to address aging uncollected revenue. All revenue collected goes to the city and is part of the fiscal year budget. The differences between former and current collection agencies were discussed. Greg requested to have the uncollected revenue reported out into buckets aged by years, e.g. 1-3 years old, 4-6 years old, etc. Greg raised the question of whether the library should want these delinquent patrons back as customers when they have paid their fees. Library policy is to allow patrons to return to full privilege when fines are paid. Tom requested a written statement regarding purging delinquent accounts be added to the existing Circulation Policy. The matter was tabled for the August meeting.

Survey Results – Discussion of the patron survey results with some comparison to previous year's. Diana inquired if changes would be made based on survey results and comments. Julie said the intention is to be responsive by targeting those things that could be addressed. There were several comments about the Hold Policy and the fines that arise from violations; this is an unpopular policy with patrons, but preferred by staff. No action taken. Other observations: fewer respondents this year compared to last. Were some individuals unable to submit a survey? Scores were similar to last year's.

Staffing Organizational Restructuring – Julie presented restructuring plans. She discussed objectives, changes, costs, etc. as outlined on the handout she distributed. She requested Board approval so she could solicit hiring for four positions. Training for this organizational model will be required and could be substantial; that could be funded by Enrich Iowa funds. Tom made a motion to approve hiring four positions: Community Assistant, Services Assistant, Youth Service's Assistant, and Director's Office Assistant. Greg seconded. The motion carried.

Julie will provide a hierarchy chart for chain of command in event of emergency absence, etc.

Director's Report: Discussed usage charts that have been upgraded to show historical data, year-to-year and month-to-month.

Polaris goes live on 9/10/2014.

Library interior rework scheduled to start in January, 2015.

Jerry moved and Greg seconded motion to adjourn. Motion carried.

Respectfully submitted,

Jerry Brimeyer
Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
August 25, 2014

Members Present: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger, Greg Ward, DeDe Zaun

Staff Present: Julie Wells, Katherine Manion

President Merrill called the meeting to order at 5:30PM. Diana read the Character Counts statement.

Approve Agenda: The agenda was reviewed and no changes were made. Tom moved and Jerry seconded a motion to approve the agenda. Motion carried.

Approve July Minutes: Diana moved and Tom seconded a motion to approve July minutes. Motion carried.

Approve Bill List: Diana moved and Tom seconded a motion to approve the bill list. Motion carried.

Citizen's Forum: No one present.

Unfinished Business: Unpaid Fines and Fees - Board reviewed spreadsheets provided by staff showing uncollected revenue in twenty descriptive areas bucketed by age from 1997 through 2014. Questions arose about the higher amounts of lost items for 2013 and 2014. Staff will research and report back.

Board discussed writing off some expenses. Current practice is to not specify when to write it off. To determine a length of years, 7 years and 10 years were considered.

Approve Addition to the Circulation Policy - Tom made a motion to adopt seven years and add it to the Circulation Policy language. Diana seconded. Motion carried.

New Business: FY2013/2014 Iowa Public Library General Information Survey - copies of this survey completed by Julie were reviewed by the board. Tom requested that cost per search be added to the Database Usage metrics for next year.

Director's Report: Roof Repairs - The library building conditions were assessed recently and the roof was characterized as being in "bad shape" needing replaced within the very near future. Julie will provide the assessor's written report to the board when received.

August Calendar of Events will be emailed to the board members when completed.

Digital Media Lab Tour - several board members toured the lab after the meeting adjourned.

Tom moved and Jerry seconded motion to adjourn. Motion carried.

Respectfully submitted,


Jerry Brimeyer
Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
September 22, 2014

Members Present: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger, Greg Ward, DeDe Zaun

Staff Present: Julie Wells, Katherine Manion

President Merrill called the meeting to order at 5:30PM. The board joined the Library Foundation Board, already in session, to view and participate in an update presentation from FEH regarding the Library furniture reconfiguration and carpet replacement. Design, phasing, costs and funding were discussed. Upon conclusion, Marva read the Character Counts statement.

Approve Agenda: The agenda was reviewed and no changes were made.

Approve August Minutes: Tom moved and Diana seconded a motion to approve August minutes. Motion carried.

Approve Bill List: Jerry moved and Greg seconded a motion to approve the bill list. Motion carried.

Citizen's Forum: No one present.

Unfinished Business: Usage Report – Greg requested that a report for library usage be provided that expands what is currently provided. The staff will attempt to compile a report with two years' data, based on Year-to-Date.

New Business: Appoint FY15/16 Budget Committee – Board discussed and appointed Greg and Jeff, along with Julie; Marva will participate as "ad hoc" member. Tom moved and Diana seconded a motion to approve appointments. Motion carried.

Zinio Renewal – Board discussed whether to renew Zinio subscription, considering one or two-year renewal period, with decreasing usage (impacted by elimination of Consumers Reports as an available download) and subsequent increase in cost per user. The upcoming cost will reduce as a result of the forming of a metro area Zinio consortium; this will also increase the number of magazine subscriptions available with renewal. If we renew, staff will promote Zinio more visibly with the addition of more magazines. Marva moved and Tom seconded a motion to approve another one-year renewal for Zinio. Motion carried.

Director's Report: Lunch and Learn – Julie distributed sheets for the board members to select dates and topics for the next Lunch and Learn in October.

Polaris – training has completed and it is functioning seamlessly.

October Calendar of Events will be emailed to the board members when completed.

Library Renovation – Julie will have the architects start preparing plans to send out bid requests on the carpet replacement.

Tom moved and Greg seconded motion to adjourn. Motion carried.

Respectfully submitted,
Jerry Brimeyer
Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

OCTOBER 28, 2014

MEMBERS PRESENT: Tom Graves, Jeff Merrill, Diana Ripperger, Greg Ward, DeDe Zaun

STAFF PRESENT: Julie Wells, Katherine Manion, and Susan Nass

President Merrill called the meeting to order at 5:32 p.m. Dede Zaun read the Character Counts statement.

APPROVE AGENDA: The agenda was reviewed and no changes were made.

APPROVE SEPTEMBER MINUTES: Diana moved and Greg seconded to approve September minutes. Motion carried.

APPROVE BILL LIST: Tom Graves asked how popular Book Page is and if they are all distributed every month and Susan Nass answered that the library regularly runs out at the end of every month. Julie Wells explained a new system of accounting and that the Bentley systems building maintenance expenditure will be removed. Dede motioned and Tom seconded a motion to approve the bill list. Motion carried.

CITIZEN'S FORUM: Brad Zaun was present.

UNFINISHED BUSINESS:

Carpet update: Julie met the Michelle, the designer, and has narrowed the selection down to three samples which she displayed. Michelle is working on a mock-up to give a better idea of how the carpet would appear in a larger view as opposed to the samples. The carpet is designed in tiles, which has the benefit of being able to replace them individually.

Organization/Restructuring: Julie prepared a power point presentation of the second phase of the organization. She stated that she has presented it to the city manager. Tom Graves expressed his desire to have an assistant director and felt that there needs to be a second in command of the library. It was decided that the board liked the overall plan but needed more information on an assistant director position or other possibilities for a second in command.

Closings: The city will be closed on Friday, July 3, 2015. The library will be open that day but closed on Saturday, July 4, 2015. Employees have the option of taking another day off in the pay period if the scheduling requires them to work on Friday, July 3rd. Tom motioned to approve and Greg seconded. Motion carried.

FEH professional services agreement: Julie stated that she needs the Board as well as the City Council to approve the agreement. Greg motioned to approve but asked for

details on the flat fee of \$43,000. He wants to know if the full reconfiguration is not completed if the fee must still be paid. Julie will gather the information and suggested an electronic vote. Diana seconded the motion and it was carried.

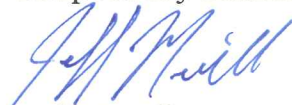
Chapters: Deon provided a Profit/Loss sheet which showed a large loss of \$1/782.97 between April and July of 2014. His possible explanation was that large orders were made and business was down during that period. Tom Graves stated that we should prepare for the possibility of Deon vacating.

NEW BUSINESS:

JOHN KONIOR, INTERIM HR DIRECTOR: John came to speak to the Board about upcoming changes that are ahead due to the Affordable Care Act (ACA). He explained that there could be changes in the 30 hour a week employees when this act defines them as full-time employees. The City will be studying this issue and will make cost effective decisions as this becomes official. Any action will take place in the next fiscal year.

Tom moved and Greg seconded motion to adjourn. Motion carried.

Respectfully submitted,



Jeff Merrill

President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

NOVEMBER 24, 2014

MEMBERS PRESENT: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger, Greg Ward, DeDe Zaun.

STAFF PRESENT: Julie Wells, Katherine Manion, and Susan Nass.

President Merrill called the meeting to order at 5:30 p.m. Jerry Brimeyer read the Character Counts statement.

APPROVE AGENDA: The agenda was reviewed and no changes were made.

APPROVE OCTOBER MINUTES: Greg suggested that a clarification be made in the minutes in the Organization/Restructuring category. Jerry made a motion to change the wording. It should state: *It was decided that the board liked the overall plan but needed more information on an Assistant Director position or other possibilities for a second in command.* Diana seconded the motion and all voted in favor of the change.

APPROVE BILL LIST: Jerry moved to accept the bill list. Greg seconded the motion and all voted in favor to pass the motion.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

Organization/Restructuring: Julie shared the information she obtained from John Konior, Interim HR Director, stating that it would be possible to have a current department manager also act as an assistant director. She presented a chart showing a savings of \$38,331 in personnel costs for 2014/15 and a \$141,337 savings for 2015/16. The larger savings in 15/16 is due to the Library's network administrator position transferring to the City's IT department. The chart shows that there is money in the budget to add an assistant director position. Julie expressed that she feels that an assistant director would be a clear and concise solution to having a second in command. Julie stated that she needed the following three items to be approved in the organization/restructuring plan:

1. Raising the circulation pay grade to level 16 from level 15.
2. A 3% raise for the proposed department managers.
3. Approve assistant director position.

These would be activated when the new service model is implemented in 2015. Tom made a motion to approve items #1 and #2. Diana seconded it and all voted in favor.

Marva requested that Julie present a job description of the assistant director position and the Board will revisit discussion on item #3 at the December meeting.

NEW BUSINESS:

Food for Fines: The Library would like to hold a Food for Fines event on Monday, January 19th. Each donated can/box of food or personal care product will waive up to \$1.00 in fines per library account. Marva motioned to approve this. Tom seconded the motion and all voted in favor.

Budget Proposal: The budget proposal showed a budget increase of 7.8%. In discussion concerning presenting the budget to the City Council, Marva suggested that the Board members make more of an effort at networking with the Council members to make them aware of the functions of the Library. Jerry motioned to approve the budget and Tom seconded the motion. All voted in favor to pass it.

Director's Report: Julie reported that the electrical power had gone out in the Library for 1½ hours and that patrons had to gather in the lobby or Chapter's until power was restored. The Library will be closed on Thursday, November 27th and Friday, November 28th for Thanksgiving. Julie will be meeting with the architects soon to discuss the new carpet for the Library.

Greg moved and Dede seconded the motion to adjourn. The motion carried and was approved. The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Jeff Merrill

President

Attest: Susan Nass

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
DECEMBER 22, 2014**

MEMBERS PRESENT: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger, Greg Ward, DeDe Zaun.

STAFF PRESENT: Julie Wells, Susan Nass.

President Merrill called the meeting to order at 5:30 p.m. Jerry Brimeyer read the Character Counts statement.

APPROVE AGENDA: The agenda was reviewed and no changes were made.

APPROVE NOVEMBER MINUTES: Diana moved to approve the November minutes. Marva seconded the motion. All approved and the motion was passed.

APPROVE BILL LIST: Jerry moved to accept the bill list. Marva seconded the motion. All approved and the motion was passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

Organization/Restructuring-Assistant Director: Julie shared the job description for the Assistant Director position. Greg expressed his hope that the search would be focused on internal candidates. Julie stated that she would open up the position to all department heads. Diana hoped that this would resolve the issue of having a "second in command" when Julie is not available. Julie's plan is to have a supervisor in charge when the Director and Assistant Director are not available. Tom made a motion to approve the Assistant Director position. Greg seconded the motion. All approved and the motion passed.

Carpet Update: Julie showed the group the samples of the carpet that have been selected. Her hope is that the selections will be a neutral base for the furnishings in the Library. She provided copies of the design of the children's entry feature. The Parks and Recreation Department built a prototype, which revealed the feature needs to be altered in size.

Proposed FY15/16 Budget Update: Julie met with Nicci Lamb and A.J. Johnson from the City to discuss the proposed FY15/16 budget. The next step is the budget review with the City Council.

NEW BUSINESS:

Katherine Manion has added e-books from Recorded Books. This will provide more access to downloadable books.

The group agreed to January 20th, 2015 as the date for the next Lunch and Learn with the topic to be determined later.

Director's Report: Julie will let everyone know the date of the upcoming City Council meeting when she has the information. She will be on vacation through January 5, 2015. She will inform the Board of any decisions she must make due to bad weather closings of the Library.

Greg made a motion to adjourn, Jerry seconded, and the motion passed.

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass