

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

JANUARY 26, 2015

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

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

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

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

APPROVE DECEMBER MINUTES: Tom requested that it be added to the December minutes that he had made a motion to approve the Assistant Director position and that Greg had seconded the motion. All approved and the motion was passed. Jeff moved to approve the December minutes with the revision. Diana seconded the motion. All approved and the motion was passed.

APPROVE BILL LIST: Clarification was made concerning the Vital Supports, LLC expenditure of \$1,092.00. This was explained as troubleshooting for Envisionware, which is credit card software. 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:

Carpet update: Progress is being made on this project. Julie will meet with the FEH designer in February to discuss millwork plans.

Proposed FY 15/16 Budget Discussion: Julie handed out copies of the budget documents showing the fiscal year 2015/16 budget. She explained that the majority of new requests were included in the recommended budget. A request was made for \$94,000 to fund the reconfiguration project but only \$46,000 was included in next year's budget. The \$20,000 request for a self-check machine was eliminated. Marva, Jeff, and Greg will join Julie at the budget session immediately following the meeting.

NEW BUSINESS:

Approve Photography and Videography Policy: The second bullet point from the Photography and Videography Policy stating "commercial photography or videography is not permitted" will be eliminated. The group agreed that commercial photography or videography should be permitted but authorization must be obtained from the Director or Assistant Director.

Marva moved to approve and Tom seconded the motion. All approved and the motion was passed.

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

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

FEBRUARY 23, 2015

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

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

President Merrill called the meeting to order at 5:35 p.m. Jerry Brimeyer read the Character Counts statement.

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

APPROVE JANUARY MINUTES: Diana Ripperger moved to approve the minutes and Jerry seconded. All approved and the motion was passed.

APPROVE BILL LIST: Jerry asked for clarification on some youth presenter expenditures. Julie explained the expenditures are for programs scheduled during spring break. Jerry moved to approve the bill list. Tom seconded the motion. All approved and the motion passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS: All were happy with the city budget meeting and results.

NEW BUSINESS:

Enrich Iowa Allocation: Julie Wells had three suggestions for funding the remainder of the reconfiguration project--\$96,000. She proposed three options:

1. Fund \$48,000 with FY14/15 Enrich Iowa funds and \$48,000 with FY15/16 funds.
2. Fund the full \$96,000 with FY15/16 Enrich Iowa funds.
3. Find other funding than Enrich Iowa monies.

Julie thought #1 was the best plan. She has checked with the FEH designer and there is ample time to send out something to bid by the end of June. The Board agreed to go with the plan of using half of the Enrich Iowa money this year and half of it next year. Next month Julie will have a list of top priority requests for spending the remainder of FY14/15 Enrich Iowa funds, approximately \$41,700.

Director's Report: Julie is working on library policies to put into a booklet for the staff. The Board agreed that they would like to have the previous policies with the new policies to compare and review. Julie will put these together and provide them to the Board members.

Diana asked for clarification on revenue and expenditure totals. Julie explained that revenues are what the library collects from fines and fees and expenditures are based on the annual budget from the city.

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

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

MARCH 23, 2015

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

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

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

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

APPROVE FEBRUARY MINUTES: Greg moved to approve the minutes and Tom seconded. Diana asked that a change be made to the February minutes. Under the Director's Report: change to Jerry asked for clarification on revenue and expenditure totals instead of Diana. All approved and the motion was passed.

APPROVE BILL LIST: Julie stated that the bill list was standard. She noted the speaker fee for staff in-service was more than budgeted. The speaker addressed the new service model that will be implemented in May and her presentation was very appreciated by staff. Diana moved to approve, Jerry seconded and the motion passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Enrich Iowa Funding Requests: Julie distributed a list of proposed FY14/15 Enrich Iowa purchases with her recommendations. The proposed purchases and recommendations were reviewed and discussed. Greg made a motion to approve Julie's recommendations, Tom seconded and the motion passed.

Enrich Iowa Funds—\$94,739.97

- Zinio Platform & Subscriptions - \$5,048.51
- Reconfiguration Project - \$48,000
- Easy Picture Books - \$2,500
- TV Series and Video Games - \$2,600
- 60" High-Definition TV - \$2,000
- Equipment for Service Desks - \$4,375
- LCD Mounted Projectors (2) - \$8,000
- Podium - \$600
- Desk Chairs (20) - \$6,000
- Export Express - \$1,350
- SimplyReports User Login - \$2,000
- Vital Support - Network Support (25 hours) - \$3,750
- Self-Check Station - \$6,658

Approving Policies: It was decided that the Board members needed more time to review the proposed policies. Julie made sure that all members had copies of the policies to be discussed at the April 27, 2015 board meeting.

Director's Report: The Lunch 'n Learn will be on April 14, 2015 at noon in the conference room. Julie then demonstrated the proposed retrofit of the tables used in the meeting rooms. The tables would be retrofitted to flip tops and casters would be added to the legs. The cost for new tables would be \$22,000 and to retrofit existing tables would be \$13,365.

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

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
April 27, 2015

MEMBERS PRESENT: Tom Graves, Jeff Merrill, Diana Ripperger, Jerry Brimeyer, Marva McCarty.

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

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

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

APPROVE MARCH MINUTES: Diana moved to approve the minutes and Marva seconded. The motion was passed.

APPROVE BILL LIST: Julie stated that the bill list was standard. A few items have been purchased with Enrich Iowa money such as the LCD mounted projectors and some of the equipment needed for the new service desks.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Carpet and Reconfiguration Project Update – FEH Associates, Inc.: Michelle and Abby, designers for FEH Associates, presented their plans and handouts detailing the Interior Renovation & Furniture Bid Package Cost Options. After the City Council meets on Tuesday, April 28, 2015 to approve the bid documents, FEH Associates will send out notification of open bids on Wednesday, April 29, 2015. Tom inquired about getting individual bids from sub-contractors and Michelle explained that it would be more efficient to work with one general contractor who will manage the sub-contractors.

Approve Closing- Lobby Floor Replacement Project: The lobby floor was identified as a safety hazard in the City commissioned *15-Year Facilities Preventative Maintenance Plan*. The Library will need to be closed—at some point—during the removal and replacement of the floor. Tom Graves asked if there were any work-around solutions to avoid closing the library. Michelle mentioned that there would be the potential for added costs for evening and weekend work. She also noted that restrooms must be accessible to the public which would be difficult to provide during construction. Tom asked for the warranty information on the tile and Michelle agreed to provide that at a later date. There was discussion about looking at other tile options than the sample displayed and Michelle will provide other samples. Marva made a motion to close the library for the minimum amount of days for construction with the maximum being four days closed. Tom seconded the motion. All were in favor and the motion passed.

There was discussion over options of donating or selling the carpet removed from the library. No action was taken.

Approve Public Display Space Policy: Diana had a question on the guideline stating: The Library deserves the right to decline, reschedule, or cancel a display. Tom stated that by law the library does not have to give notice. Tom questioned the guideline stating: One display per exhibitor is allowed in a twelve month period. Julie explained that there are a multitude of groups wanting to reserve the space and the limit is needed. Diana requested that a waiver of liability form be included with the policy and all agreed. Tom moved to approve this policy, Marva seconded and the motion passed.

Approve Public Posting and Distribution of Materials Policy: Marva made a motion to approve this policy, Jerry seconded and the motion passed.

Approve Suspension of Privileges Policy: Tom suggested that the Suspension of Privileges Policy and the Appeal of Suspension of Privileges Policy be combined into one policy. Julie agreed to consolidate them. All agreed that the policy should state who has the right to suspend privileges and Julie will add that to the policy. Julie consulted Law Librarian, Mandy Easter about notifying parents of suspended patrons under the age of 18 and was informed that this is a Board decision. The Board decided notification of suspension should be sent to both the parent of an individual under 18 years of age and to the individual. Tom stated that the library should give the suspended patron notice in person or a certified letter. An appeal must be postmarked or e-mailed with seven days. Revisions will be made and the proposed policy will be approved at a later date.

Approve Appeal of Suspension of Privileges Policy: There was not a motion on this policy due to it being combined with the previous one.

Approve Revised Sex Offender Policy: Tom suggested that the Board wait until he has looked over the Governor's new bill on sex offenders before approving this policy. Diana suggested that the Board vote now and then amend if the bill does affect this policy. Tom made a motion to approve, Diana seconded and the motion passed.

Approve Revised Meeting Room Use Policy: Jerry asked for clarification on what kinds of individuals/groups cannot book the meeting rooms. Julie explained that the rooms are not booked for social activities such as birthday parties, etc. and will add language that reflects this to the policy. The occupancy limits have changed due to fire code regulations and Julie will confirm the limits. Diana questioned the guideline stating that contact information is made available to the public. Julie explained that if a patron is interested in an organization that books a meeting room the library provides the group's contact information to the interested patron. Tom moved and Jerry seconded a motion to approve this policy and the motion passed.

Approve Study Room Use: Jerry asked about the guideline stating: A reservation is cancelled if a study room is not occupied within 10 minutes of the reserved time or if a study room is left unoccupied longer than 15 minutes during the reserved time. He expressed that cancelling a reservation if a study room is left unoccupied longer than 15 minutes was too harsh. The Board agreed to change that time to 30 minutes. Jerry made a motion to approve, Marva seconded and the motion passed.

DIRECTOR'S REPORT:

New Service Model Implementation Status: Julie reported that the new service desk schedule will begin May 1st.

Tom made a motion to adjourn and Diana seconded. The motion passed and the meeting was adjourned at 6:45 p.m.

Jeff Merrill
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
May 20, 2015

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

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

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

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

APPROVE APRIL MINUTES: Tom moved to approve the minutes and Dede seconded. The motion was passed.

APPROVE BILL LIST: Diana asked for clarification on certain expenses in the data processing line item. Julie explained the expenses were annual maintenance costs for several software programs. Tom asked if the amount listed as a reimbursement to a staff member was too large and would cause a hardship for the employee. Katherine, who was the staff member, stated that she actually preferred that arrangement. Tom moved to approve the bill list. Greg seconded the motion and it was passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Approve Suspension of Privileges Policy: Tom wrote revisions to the policy. Greg moved to approve the policy, Diana seconded, and the motion passed.
- B. Enrich Iowa Funds Update: Purchasing a \$6,658 Polaris self-check machine with FY14/15 Enrich Iowa funds was approved at a prior meeting. When ordering the machine it was discovered that the machine would not be compatible with the Library's security system. Purchasing a machine that is compatible with the security system would cost approximately \$16,000. Tom and Greg both commented that they think the 3M self-check machine has not worked well with Polaris. Katherine will get quotes on updating the existing 3M machine. There was discussion of eliminating the security gates. Tom would like to discuss this further and weigh the options and savings before purchasing a new self-check machine. Julie offered to prepare a list of items that could be purchased with the \$6,658 in Enrich Iowa funds allocated for the self-check money before the deadline of 6/15/2015. Tom made a motion to allow Julie and staff to spend the remaining money at their discretion. Diana seconded the motion, Greg abstained, and the motion passed.

NEW BUSINESS

- A. Carpet Disposal: Tom motioned that we discard the carpet that is being replaced. Greg seconded the motion, all voted in favor and the motion passed.
- B. Carpet and Reconfiguration Project Bid Recommendation-FEH Associates, Inc.: Julie explained that the bids received for Phase 1 of the carpet and reconfiguration project were considerably higher than the cost estimate issued by FEH Associates. The low base bid for the General Construction Package—including the alternate—was \$296,800, 21% higher than FEH's estimate. The only bid received for the Furniture Package—including the two alternates—was \$184,453.50, 51% higher than FEH's estimate. The total for both packages is \$481,253.50. Julie presented a

funding breakdown for the entire project which showed approximately \$432,505 available for both Phase 1 and Phase 2. The City Council will be meeting on May 26, 2015 and acceptance of the bids is on the agenda. The Board's recommendation to the Council is required. The Board discussed options for continuing and funding the project. The Board discussed using FY15/16 Enrich Iowa money to cover the deficit. It is projected that all of next year's estimated \$94,000 Enrich Iowa funds will need to be committed to the project. Jeff recommended that the Board move forward with this project due to the difficulty of restarting it at a later date. Tom suggested coming up with a dollar amount to request from the Foundation at the June meeting. Tom made a motion to recommend that the City Council accept the low bid for the General Construction Package and the only bid received for the Furniture Package. Dede seconded the motion and it passed. Greg made a motion that FY15/16 Enrich Iowa money be used for this project if necessary. Tom seconded the motion and it passed.

Julie distributed samples of tile options for the lobby, café, and meeting room hallway and the warranty information on them. Greg made a motion to approve the Stone Box tile in tea sand. Dede seconded the motion and it passed

- C. Approve Revised Rules of Conduct Policy: There was discussion on the appropriate attire section of the policy. It was determined it would be difficult to define appropriate attire and that it basically is a judgment call. Dede made a motion to approve, Greg seconded and the motion passed.
- D. Approve Revised Circulation Policy: Julie provided figures which indicate that the policy of charging 50 cents for items on hold that are not picked up is not effective. She recommended removing this charge from the policy. Tom moved and Greg seconded to approve and the motion was passed.
- E. Approve Revised Computer Use Policy: This policy remains the same but is now consolidated. Greg made a motion to approve. Diana seconded the motion and it was passed.
- F. Approve Revised Collection Development and Management Policy: The important change in this policy is to restrict who can formally request reconsideration of library materials to Urbandale residents. Tom moved to approve this policy. Greg seconded it and it was passed.
- G. Director's FY 14/15 Job Evaluation: Jeff asked the Board members to complete Julie's evaluation and bring it to the June meeting.
- H. Appoint Nominating Committee for Board Officers: Greg made a motion for Tom and Jeff to prepare a nominating committee for Board officers. Diana seconded the motion and it was passed.

DIRECTOR'S REPORT:

New Service Model Implementation Status: Julie reported that the new service desk schedule has been implemented.

Diana made a motion to adjourn and Dede seconded. The motion passed and the meeting was adjourned at 6:55 p.m.

Jeff Merrill
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
May 28, 2015

MEMBERS PRESENT: Jeff Merrill, Diana Ripperger, Dede Zaun, Greg Ward, Marva McCarty, Jerry Brimeyer

STAFF PRESENT: Julie Wells and Susan Nass

APPROVE AGENDA: Marva made a motion to approve the agenda. Jerry seconded the motion and it passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet and Reconfiguration Project Bid Recommendation-FEH Associates, Inc.: Due to the bids for Phase 1 of the project coming in higher than projected, City staff suggested asking that the bids be revised. The Board asked Michelle, designer from FEH Associates, Inc., many questions on why the bids came in so high and what changes could possibly lower the bids.

The Board discussed how to scale back the project while still providing important features to benefit the Library. It was decided that the new media shelving would not be purchased, the existing shelving would not be modified, the proposed tile in the meeting room hallway would be replaced with carpet, and none of the alternates were accepted.

Jerry made a motion to accept the suggested changes to the project resulting in a revised project cost of \$356,959 with the provision of approaching the contractor to participate in any cost saving and to use up to \$40,000 of FY15/16 Enrich Iowa money. Marva seconded the motion. Jeff, Diana, Dede, Marva and Jerry voted yes and Greg voted no. The motion passed.

Diana made a motion to approve the letter provided from FEH Associates removing the alternates included in the bids from consideration. Doing so will allow the Library to pursue other means of funding for these items. Dede seconded the motion, all voted in favor of it and the motion passed.

- B. Approve Proposed Enrich Iowa Expenditures:

Because the new media shelving and alternates were removed from the project bids, the \$48,000 in FY14/15 Enrich Iowa funds being used to purchase these items has to be reallocated. Julie presented a list of possible purchases:

- Network Switch - \$9,900
- Magazine Display and Storage Boxes - \$6,300
- Dual Disc Buffer - \$2,600
- Replace Reading Room Table Lamps (8) - \$1,000
- Upgrade 3M self-check machine - \$3,197
- Polaris LEAP client - \$12,700
- Polaris LEAP accessories - \$1,280
- Staff Chairs - \$1,500
- Conference Room Chairs (15) - \$4,000
- Computers (6) - \$3,400
- Monitors (10) - \$2,000

- Tablet - \$900
- Book Trucks (4) - \$1,600
- Touch Screen OPACS (10) - \$12,000
- Laptop Lab - \$11,000

Marva moved to approve the list except for conference room chairs and book trucks. Greg seconded the motion, all agreed, and the motion passed. Marva amended her motion that if touch screens could not be purchased due to wiring issues, that the money allocated for these items be used to purchase conference room chairs and book trucks. Greg seconded the motion and it passed.

Jerry moved to adjourn the meeting at 8:05 p.m. Greg seconded the motion, all were in favor and the motion passed.

Jeff Merrill
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
June 22, 2015

MEMBERS PRESENT: Tom Graves, Jeff Merrill, Diana Ripperger, Dede Zaun, and Jerry Brimeyer, and Marva McCarty.

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

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

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

APPROVE MINUTES: Tom moved to approve the May minutes, Dede seconded, and the motion passed.

APPROVE BILL LIST: Diana asked for clarification on certain expenses in the data processing line item. Julie explained:

1. \$2,728 – AWE Literacy Station (computer with educational software)
2. \$7,500 – Additional hours for Vital Support
3. \$2,068.57 – Cisco annual server hardware/software support

Julie reported the remaining Enrich Iowa funds have been spent. She will provide an itemized list when completed. Jerry made a motion to approve the bill list. Marva seconded the motion and it was passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet & Reconfiguration Project Update: The City Council approved the recommended bids for the general construction and furniture packages. The project is scheduled to begin July 27th.
- B. Appoint Officers for FY15/16 Term: The nominating committee of Jeff Merrill and Tom Graves recommended the Board nominate the following slate of officers for 2015-2016:
 - President, Diana Ripperger
 - Vice-President, Jerry Brimeyer
 - Secretary, Marva McCartyTom made a motion to accept the nominations. Dede seconded the motion, all approved, and the motion passed.

NEW BUSINESS: None

DIRECTOR'S REPORT:

- A. The library recently purchased twelve Playaway Launch Pads. Katherine presented a brief demonstration showing the pre-loaded tablets and the various apps in specific learning themes. The tablets are designed specifically for libraries, very durable, and easy to use and recommended for children aged 3-5 and 5-7.

CLOSED SESSION:

- A. Director's Annual Performance Review: The Board moved to closed session and minutes from that closed session were provided in a sealed envelope. The Board moved out of closed session by consensus. Tom moved that the Library Director's performance evaluation be submitted to the city. Diana seconded the motion. All voted in favor and the motion passed.

Tom made a motion to adjourn and Marva seconded. The motion passed and the meeting was adjourned at 6:40 p.m.

Jeff Merrill
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
July 27, 2015

MEMBERS PRESENT: Tom Graves, Jeff Merrill, Diana Ripperger, Jerry Brimeyer, and Greg Ward.

STAFF PRESENT: Julie Wells and Susan Nass.

CALL TO ORDER: President Ripperger called the meeting to order at 5:30 p.m. Jeff read the Character Counts statement.

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

APPROVE MINUTES: Jeff asked that Marva McCarty be added to the members present for the June 22, 2015 meeting minutes. Tom moved to approve the June minutes and Jerry seconded the motion. All approved and the motion was carried.

APPROVE BILL LIST:

Julie explained that the \$2,710.00 fee under data processing was for the 3M Self-Check software upgrade. The \$1,260.00 fee also under data processing was for Webspec Design LLC to host the website instead of the library hosting it onsite. Central Distributors, Inc. was issued \$492.50 for repairing the rugs in the reading room. All other expenditures were standard. Jeff moved to approve the bill list. Jerry seconded the motion and all were in favor and the motion was passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet & Reconfiguration Project Update: The process of removing the collection and furniture from the youth and media areas started and the existing carpet is being removed. The security gates have been dismantled and millwork moved out. The project is progressing smoothly. October 19, 2015 is the projected end date for the project.

NEW BUSINESS: None

DIRECTOR'S REPORT:

- A. Policy Manual: Julie distributed copies of the policy manual to all board members and stated that the manual will be updated yearly.
- B. Open Access Report: Julie distributed copies of the FY15 Open Access Annual Report. Tom expressed interest in knowing what Urbandale residents have checked out from other libraries. Julie will prepare a report when that information becomes available.

Greg made a motion to adjourn and Jeff seconded. The motion passed and the meeting was adjourned at 6:05 p.m.

Diana Ripperger
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
August 24, 2015

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

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

CALL TO ORDER: President Ripperger called the meeting to order at 5:30 p.m. DeDe read the Character Counts statement.

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

APPROVE MINUTES: Jerry moved to approve the July minutes and Marva seconded the motion. All approved and the motion was carried.

APPROVE BILL LIST:

Julie noted two expenditures under the furniture and fixtures category that were not standard. The \$17,498.50 expense was for parts to convert the tables in the meeting and ICN rooms to flip top tables. The \$1,112.26 expense was to install ceiling lights in the study rooms. All other expenditures were standard. Jeff moved to approve the bill list. DeDe seconded the motion and all were in favor and the motion was passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet & Reconfiguration Project Update: Julie invited the board members to take a tour after the meeting and look at the new carpet that was recently installed. Julie explained that the door leading to the staff area has been removed from the project and will become a separate project. Jeff questioned if it was necessary and Julie stated that it is important for security reasons.

NEW BUSINESS:

- A. Strategic Plan Development-Planning for Results Presentation: Julie stated that the library's State Library of Iowa Accreditation expires June of 2016. Developing a 5-year strategic plan is part of the accreditation renewal process. Maryann Mori, State Library Consultant with the Central District Office, will assist with developing this plan. She was unable to attend the board meeting but prepared a slide show presentation detailing the planning process, which Julie displayed for the board members. Developing a plan based on community input is integral. Meetings to gather community feedback are scheduled on Tuesday, September 22nd and Tuesday, October 20th. Inviting around 40 community members to participate is suggested. Board members were asked to submit names of possible participants to Julie by September 7th. These meetings will be held in the city council chambers with Maryann Mori facilitating.
- B. Security Gates: Board members discussed the security gates and their effectiveness against the theft of library materials. Julie provided some preliminary figures showing the cost of the annual maintenance on the gates and for security strips placed in materials, revealing a yearly cost of approximately \$10,000. Julie asked that the board members send her any further questions on the topic and she will provide more information at the September board meeting.

DIRECTOR'S REPORT:

- A. Julie provided the board members with copies of the financial statements from Chapter's Café. The statements covered August-December of 2014 and January-June 2015.
- B. Julie invited the group to tour the library and view the new carpeting.

Greg made a motion to adjourn and Jerry seconded. The motion passed and the meeting was adjourned at 6:30 p.m.

Diana Ripperger
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
September 28, 2015

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

STAFF PRESENT: Julie Wells, Susan Nass.

CALL TO ORDER: President Ripperger called the meeting to order at 5:50 p.m. Tom read the Character Counts statement.

APPROVE AGENDA: The agenda was approved with the addition of reducing the height of adult fiction shelving.

APPROVE MINUTES: Jerry moved to approve the August minutes and Marva seconded the motion. All approved and the motion was carried.

APPROVE BILL LIST:

Julie explained that all expenditures were standard. Tom made a motion to approve the bill list. Jerry seconded the motion, all voted in favor, and the motion passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet & Reconfiguration Project Update: Julie reported that the project has been progressing smoothly and the construction has been accomplished without having to close the library to the public. The adult collection and computers are being moved back into place this week. The tile work is almost completed and the carpet will be replaced in the meeting rooms soon. Chapter's Café should be able to re-open by the end of the week.
- B. Security Gates: Julie provided information regarding the cost of security strips for materials. Katherine did an inventory of specific collections which revealed that the number of missing items is very low. The board discussed the option of not utilizing the security portion of the gates, only the counting function. The board asked for Julie's recommendation and she shared that she did not feel that the security gates were that effective against loss. Jeff made a motion to eliminate the security function of the gates. Jerry seconded the motion, all voted in favor, and the motion passed. The situation will be re-evaluated in six months.

NEW BUSINESS:

- A. Windsor Heights 28E Agreement: The agreement is currently being reviewed by the city attorney. It will be available for approval at the next board meeting.
- B. Shelving: The height of a small segment of adult fiction shelving needs to be cut down to match other fiction shelving. It is less costly to do this now while the shelves are empty. Julie requested that FY15/16 Enrich Iowa money be used to fund this. Tom made a motion to approve using \$4,000.00 to alter the shelves. Marva seconded the motion. All voted in favor and the motion passed.

DIRECTOR'S REPORT:

- A. Chapters: The board discussed waiving rent for Chapter's Café due to the construction affecting business and the necessity of Chapters closing during the tile replacement. Tom made a motion to waive two months' rent and Marva seconded the motion. All voted in favor and the motion passed.

- B. Capital Crossroads: Julie shared information regarding the Capital Crossroads committee that she is participating with. This committee promotes cooperation between departments within neighboring cities. The goal is to share costs with libraries and human resources. She is working on shared staff training between libraries.
- C. Strategic Planning: Julie reported that the first community meeting of strategic planning process was successful in learning what the needs are in the community. The second meeting will focus on how the library can help meet those needs. It was discussed that the board should consider evaluating goals and plans on a yearly basis.

Marva made a motion to adjourn and Jeff seconded. The motion passed and the meeting was adjourned at 6:25 p.m.

Diana Ripperger
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
October 26, 2015

MEMBERS PRESENT: Jeff Merrill, Diana Ripperger, Marva McCarty, Dede Zaun, Tom Graves and Greg Ward.

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

CALL TO ORDER: President Ripperger called the meeting to order at 5:30 p.m. Dede read the Character Counts statement.

APPROVE AGENDA: The agenda was approved with two additions under New Business:

- Chapters
- Changing the date of the December board meeting

APPROVE MINUTES: Tom moved to approve the September minutes and Jeff seconded the motion. All approved and the motion was carried.

APPROVE BILL LIST:

Julie explained that most expenditures were standard. There was question over the payment of \$47.95 to the Treasurer, State of Iowa. Julie will investigate this expense with the city. Jeff made a motion to approve the bill list. Dede seconded the motion, all voted in favor, and the motion passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet & Reconfiguration Project Update: Julie will be doing a punch list tomorrow with FEH and will report back on any additional work that may need to be completed. Library staff continues to receive positive comments on the project.

NEW BUSINESS:

- A. Appoint FY 16/17 Budget Committee: Tom made a motion to appoint Diana Ripperger, Jerry Brimeyer, and Marva McCarty to the FY 16/17 Budget Committee. Dede seconded the motion. All voted in favor and the motion passed.
- B. Approve 28E agreement with Windsor Heights: Board members reviewed the 28E Agreement stating that the library will provide full library service to residents of Windsor Heights. For this service, the city of WH will pay \$90,000.00 for the first year and an increase for years two and three based upon the annual Consumer Price Index (CPI). Marva made a motion to give consent for the city council to enter into an agreement with Windsor Heights. Jeff seconded the motion. All voted in favor and the motion passed.
- C. Disposal of Excess Furniture & Shelving: Julie explained that Jones Library Sales has offered to take the items from the storage pods back to their warehouse to inventory for us. There is a lot of shelving and they will determine what should be saved for future use. Julie would like to donate or dispose of the torn and damaged furniture that is in the pods. The board members had no objections to either of these requests.
- D. Chapters: Tom Graves suggested conducting a survey regarding the desire to have a coffee shop in the library. He would like to survey the library and foundation boards, city council members, and library staff. Julie stated that she would speak with Dion, the current Chapter's manager, about his plans for the future before conducting the survey

- E. December board meeting: The December board meeting falls on December 28th. Greg made a motion to move the meeting to December 21st. Tom seconded the motion. All voted in favor and the motion passed.

DIRECTOR'S REPORT:

- A. Planning for Results Update: Katherine reported that Maryann Mori will schedule a meeting with the board to give a results report. The library staff will be meeting with her on November 11th.
- B. Capital Crossroads Update: Julie is involved with this committee that is encouraging collaboration between the metro area cities. They are focusing on integrating library and human resources and she will be part of a metro wide training day.

Greg made a motion to adjourn and Jeff seconded. The motion passed and the meeting was adjourned at 6:26 p.m.

Diana Ripperger
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
November 5, 2015

MEMBERS PRESENT: Jeff Merrill, Diana Ripperger, Jerry Brimeyer, Tom Graves, and Greg Ward.

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

CALL TO ORDER: President Ripperger called the meeting to order at 5:32 p.m.

APPROVE AGENDA: The agenda was approved with the addition of adding discussion of Chapters and changing the December board meeting to new business. .

CITIZEN'S FORUM: Dion Cobb, Chapter's Café manager.

NEW BUSINESS:

- A. Chapter's Café: Julie shared with the board members that Dion Cobb, Chapter's Café manager, announced that he does not want to continue managing the café after November 30, 2015. The board asked Dion if any incentives could be offered that would encourage him to extend his stay. This would give the library time to explore options for the café. He declined, stating that the café has not been profitable and he is no longer able to keep it open. He has appreciated providing the business to the library patrons and being a part of the Urbandale community. It was decided that a survey should be sent to board and foundation members, staff, and city council to gather their opinions on the importance of offering a café. Diana will talk to Greg Robinson, Urbandale Library Foundation President about this issue and ask for his input. The survey will also give people an opportunity to give suggestions for alternate uses of the space. Julie will be contacting potential vendors to operate the café.

Greg made a motion to adjourn and Jerry seconded. The motion passed and the meeting was adjourned at 6:39 p.m.

Diana Ripperger
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
November 23, 2015

MEMBERS PRESENT: Jeff Merrill, Diana Ripperger, Dede Zaun, Tom Graves and Jerry Brimeyer.

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

CALL TO ORDER: President Ripperger called the meeting to order at 5:30 p.m. Dede read the Character Counts statement.

APPROVE AGENDA: The agenda was approved without any changes.

APPROVE MINUTES: Dede moved to approve the October 26th minutes and Tom seconded the motion. All approved and the motion was passed. Jerry moved and Tom seconded to approve the minutes of the November 5th Special Board Meeting as amended to note that Diana will discuss the temporary closing of the library's café with Greg Robinson, president of the Foundation. All approved and the motion was carried.

APPROVE BILL LIST:

Julie explained that most expenditures were standard. There was a question regarding the HVAC maintenance agreement payment under Building Maintenance. Julie explained that the yearly fee covers all service calls, maintenance, and parts. Jeff made a motion and Jerry seconded to approve the bill list. All voted in favor and the motion passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet & Reconfiguration Project Update: Julie distributed a report detailing the final costs of the project. The preliminary projected cost of the project was \$381,505.00 and the final cost was \$389,326.00 with \$26,655.00 of Enrich Iowa funds being spent.

NEW BUSINESS:

- A. Food for Fines: The food pantry had expressed a need for more personal care products so the library would like to make a change to the annual Food for Fines held January 18, 2016. The library would like to waive \$1.00 in fines for each personal care product donated and \$.50 for food donations. Tom moved to approve this, Jeff seconded the motion and it passed.
- B. Holiday Closings: The request for holiday closings was standard with the exception of adding one day to the Christmas closings since the holiday is on Saturday and Sunday in 2016. Julie will conduct a survey determining if the staff prefers closing the Friday before Christmas Eve or the Monday after Christmas. Tom made a motion to approve closing the library for three days over the 2016 Christmas holiday. The additional day will be determined by the results of the survey. Jerry seconded the motion, all approved, and the motion passed.
- C. Zinio Renewal: The board discussed the options of renewing Zinio considering the decrease in usage. The board members decided to not move forward at this point in renewing Zinio.
- D. FY14/15 Iowa Public Library General Information: Julie distributed the annual *Iowa Public Library General Information Survey* and a comparison of the FY13/14 and FY14/15 survey results.

- E. FY16/17 Budget Proposal: Julie recently met with Jerry and Diana to discuss the proposed FY15/16 annual operating budget. It was decided to submit all of the new item requests and the remaining budget as proposed. Tom made a motion to approve the proposed budget. Jeff seconded the motion, all approved, and the motion passed.
- F. Café Survey Results and Potential Vendors: November 23, 2015 will be the last day of Mustards operating Chapter's Café. The board discussed the survey results which showed that 71.05% of the staff, Board, Foundation, and Council members surveyed believe having a library café is a worthwhile service. The board discussed the options of having vending machines, other restaurant vendors, and using the café space for other library uses.

DIRECTOR'S REPORT:

- A. Lunch & Learn: There will be a Lunch & Learn at noon on Tuesday, December 1st in the library conference room. The topic will be the results of the community strategic planning meetings.
- B. Capital Crossroads Update: The Board is invited to attend a Capital Crossroads meeting on December 16th from 8:30-10:00 a.m. at DMACC at Southridge. The meeting will highlight the projects being pursued by the two library teams. Julie asked that members let her know if they plan on attending.

Tom made a motion to adjourn and Jeff seconded. The motion passed and the meeting was adjourned at 6:30 p.m.

Diana Ripperger
President

Attest: Susan Nass

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
December 21, 2015

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

STAFF PRESENT: Julie Wells and Susan Nass.

CALL TO ORDER: President Ripperger called the meeting to order at 5:40 p.m. Marva read the Character Counts statement.

APPROVE AGENDA: Greg made a motion and Tom seconded it to approve the agenda. All voted in favor and the motion passed.

APPROVE MINUTES: Tom made a motion to approve the November minutes and Dede seconded the motion. All voted in favor and the motion passed.

APPROVE BILL LIST: Julie explained that most expenditures were standard. Jerry made a motion to approve the bill list and Greg seconded it. All voted in favor and the motion passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Zinio Renewal: Julie informed the Zinio sales representative that the library would not be renewing its subscription for the digital magazine service. The representative offered to reduce the fee by \$2,000 and to provide assistance in boosting usage. Greg made a motion to continue the association with Zinio for one more year. Jeff seconded the motion. All voted in favor except for Tom who voted against it. The motion carried.
- B. Café Update: Julie reported that she had met with two economic development team members from the city to discuss the café. They were impressed with the space and suggested hiring a broker if a vendor cannot be found through other avenues. Marva offered to discuss this with her broker associates. Julie stated that she has contacted many businesses and has found interest in the catering but not in running the café. She has another restaurant owner to meet with after the first of the year.

NEW BUSINESS:

Bylaws Review: Julie explained that the bylaws must be reviewed every three years for accreditation. Proposed revisions include:

- Annual meeting: Tom is going to research the need for an annual meeting.
- Order of business: Change to reflect the agenda.
- Add: Post agenda 24 hours in advance of the meeting.
- Revise: To select the library materials-books, periodicals, pamphlets, CDs, video cassettes, microforms, electronic media, etc. to *To select materials for the collection*

DIRECTOR'S REPORT:

- A. FY 16/17 Budget Update: Julie has met with AJ and Nicci from the City to review the proposed FY16/17 budget. The City Council budget review will be at the end of January, but the date is not known yet.

- B. Strategic Plan Update: Julie is planning on meeting with the library department managers in January to work on the strategic plan.

Jerry made a motion to adjourn and Greg seconded it. All voted in favor and the motion carried. The meeting adjourned at 6:15 p.m.

Diana Ripperger
President

Attest: Susan Nass