

**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