

**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 23rd 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