

URBAN DALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
February 27, 2017

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

STAFF PRESENT: Julie Wells, Katherine Manion, Susan Nass, Janine Bauer, and Chad Nielsen.

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

APPROVE AGENDA: Julie requested that Community Outreach be moved to Unfinished Business. Julie also asked that website proposals be discussed out of agenda order. Diana made a motion to approve the amended agenda. Greg seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Marva made a motion to approve the January 23, 2017 minutes. Tom seconded the motion. All voted in favor and the motion passed.

APPROVE BILL LIST: Tom made a motion to approve the bill list. Greg seconded the motion. All voted in favor and the motion passed. Chad Nielsen, IT Specialist, provided and discussed requested quotes on public internet service. Quotes will be reviewed again in November when our current internet provider contract expires.

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

- A. Officer Martin Tribute: The board agreed to name the refurbished café the Officer Justin Martin Community Room. A dedication ceremony and commemorative plaque is in the planning.

NEW BUSINESS:

- A. Website Proposals: Funds were appropriated for updating the design and content of the library website. We received three proposals from web design firms – Dwebware, Shift, and Webspec Design. Chad Nielsen, IT Specialist, and Janine Bauer, Community Manager were present to review the project and proposals and to answer questions. Tom made a motion to request that Janine proceed with Shift, contingent on the director's confirmation of the bidding process procedures. Jeff seconded the motion. Greg Ward abstained. All others voted in favor and the motion passed.
- B. Community Outreach Update: A brief report of the Community Outreach December meeting was discussed. After discussion, the board agreed to hold a special meeting on March 20, 2017 to discuss the purpose and path of the library's community outreach efforts.
- C. Vending Machine Proposals: Proposals for placing vending machines in the new community room were received from Nellies Vending, PepsiCo, and Southern Iowa Vending. Julie prepared a comparison of the proposals. Other city departments were asked if they required vending service since proposals were being requested. The pool asked to be included. Greg made a motion to give Julie the authority to commit to Nellies Vending if she is satisfied with the equipment. Marva seconded the motion. All voted in favor and the motion passed.
- D. Chair Selection Update: Julie provided information on five chair styles being considered for the public area. After review of the information provided, the board asked Julie to proceed with the chair

style that she believes will be the best for the library since all chairs were in an acceptable price range.

DIRECTOR'S REPORT:

Julie reported that progress continues in the café area. The staff appreciates the ground level storage that has been created for library use. The Staff In-Service was successful with 123 people attending. Staff members were complimentary of the program and speaker and enjoyed time networking with staff from other libraries. Julie attended a collective bargaining meeting at city hall.

Diana made a motion to adjourn and Marva seconded the motion. All voted in favor and the meeting was adjourned at 7:40 p.m.

Jerry Brimeyer
President

Attest: Susan Nass