

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**August 26<sup>th</sup>, 2024**

**MEMBERS PRESENT:** Greg Ward, Kerry Vande Kieft, Caleb Cooper, Mary Keck, Diana Ripperger, Jill Kent

**STAFF PRESENT:** Nicholas Janning, Julie Finch, Leah Cummings

**CITIZENS PRESENT:** None

**CALL TO ORDER:** Greg called the meeting to order at 5:30 PM. Caleb read the Character Counts Statement.

**APPROVE AGENDA:** Mary made a motion to approve the agenda. Diana seconded the motion. All voted in favor and the motion passed to approve the agenda.

**APPROVE MINUTES:** Jill made a motion to approve the July minutes. Kerry seconded the motion. All voted in favor and the motion passed to approve the minutes.

**CITIZEN'S FORUM:** None

**APPROVE BILL LIST:** Caleb made a motion to approve the bill list. Mary seconded the motion. All voted in favor and the motion passed to approve the bill list.

**STAFF PRESENTATION:** Julie Finch regarding sustainability and the Iowa Library Association's upcoming annual conference in Des Moines.

I.) New Business

A.) Calendar modification: Closing library for ILA conference on October 10<sup>th</sup>.

- Library staff sought permission to close the library on Thursday, October 10<sup>th</sup> for the library's staff in-service training day. Library staff will be attending the 2024 Iowa Library Association Conference in Des Moines.

Mary made a motion to approve the closure of the library on October 10<sup>th</sup>. Jill seconded the motion. All voted in favor and the motion passed.

B.) Enrich Iowa funding request: New website for library

- Library staff asked for permission to begin searching for a company to create a new website for the library. A committee of library staff would be assembled to evaluate various options and to choose a company. Once the committee chooses a company, a follow-up Enrich Iowa request will be presented to the board with a specific cost amount for the project. The library board expressed their support for the project and gave their approval for library staff to move forward.

C.) Review of RFP draft for interior space reconfiguration and preliminary discussion of budget for project

- Nicholas provided an update on the draft RFP. The city finance and maintenance staff suggested a few minor edits and were happy with the RFP. Kerry suggested to add a specific number of references requested from each company. The

library board had no further suggested edits. Nicholas said the next steps would be to determine a budget for the project and outlined the various funding sources available to the Library Board: Enrich Iowa money and money donated to the library. Greg and Diana agreed to meet with Steve and Al from the Foundation to determine how much the Foundation can contribute to the project.

D.) Fine-free research regarding all items

- Nicholas listed other metro libraries and their fine-free status. The library board asked about how much revenue is generated by the collection of late fees for each collection of adult items, such as DVDs, fiction books, and audiobooks. Nicholas agreed to look into the revenue and provide an update at the next meeting.

E.) Director's Evaluation (due by November 1<sup>st</sup>)

- Nicholas shared that the director's evaluation is due by November 1<sup>st</sup> to city hall. Greg asked all board members to send their completed evaluations to him by October 21<sup>st</sup>. Greg directed Leslie to coordinate interviews with library staff. Greg and Tom will be interviewing library staff regarding Nicholas's evaluation.

F.) Email delivery of board packets

- Greg expressed his support for eliminating the delivery of physical packets to library board members for each meeting. Instead, the packets would be emailed to each library board member.

Caleb made a motion to approve the delivery of board meeting packets via email only. Mary seconded the motion. All voted in favor and the motion passed.

II.) Director's Report

A.) National Library Card Sign-Up Month Proclamation: Sept. 3<sup>rd</sup> city council meeting at 6 pm.

B.) Polk County Trustee Training- Sept. 17<sup>th</sup> 6:30 pm – 8 pm at the West Des Moines Public Library.

Nicholas highlighted several other items including:

- An author event for T. Patrick Graves on August 14<sup>th</sup>.
- The last performance of the outdoor piano series on August 25<sup>th</sup>.
- The success of the library's crafts and expanded book sale during the National Night Out event.
- Fire extinguisher training and fire drill at the July all staff meeting.
- The successful launch of the new meeting room and event calendar software.

Diana moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:15 PM.

Greg Ward  
President

Attest: Leah Cummings