

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**September 23, 2024**

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

**STAFF PRESENT:** Nicholas Janning, Leslie Noble, Staci Stanton, Leah Cummings

**CITIZENS PRESENT:** None

**CALL TO ORDER:** Greg called the meeting to order at 5:46 PM. Greg read the Character Counts Statement.

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

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

**CITIZEN'S FORUM:** None

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

I.) New Business

A.) Enrich Iowa funding request: Shredding service for patrons

- \$700 to cover the cost for one year of shredding service.

Caleb made a motion to approve the Enrich Iowa funding request for public shredding service. Mary seconded the motion. All voted in favor and the motion passed.

B.) Enrich Iowa funding request: Adult book club kits

- \$4,000 (not to exceed) to cover the costs of multiple copies of the library's book club titles for 2025.

Tom made a motion to approve the Enrich Iowa funding request for adult book club kits. Jill seconded the motion. All voted in favor and the motion passed.

C.) Enrich Iowa funding request: AtoZ online databases renewal

- \$920 for a yearlong renewal to the three AtoZ databases.

Kerry made a motion to approve the Enrich Iowa funding request for AtoZ online databases renewal. Mary seconded the motion. All voted in favor and the motion passed.

D.) Food for Fines request: November 16<sup>th</sup> – 20<sup>th</sup>, 2024

- The Board proposed more dates for Food for Fines: November 18<sup>th</sup> – 27<sup>th</sup>.

Kerry made a motion to approve the request to host the Food for Fines event. Mary seconded the motion. All voted in favor and the motion passed.

E.) Discussion of budget for RFP regarding interior reconfiguration project

- Staff presented the recommendations for the preliminary RFP budget.

Tom made a motion to approve the budget of \$400,000 of Enrich Iowa and donation money for the RFP project to update the library's interior areas. Mary seconded the motion. All voted in favor and the motion passed.

F.) Fine-free research regarding all items

- Nicholas gave a revenue breakdown of overdue fines from 2023-2024.

II.) Director's Report

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

B.) New Iowa law regarding accommodations for virtual attendance

Nicholas highlighted several library programs and events including:

- ILA Conference (staff attending) – October 9-11
- Community fridge delivered – Community Room
- Statistics for State Library due soon
- Employee Evaluations – Due November 1<sup>st</sup>
- Art Gallery committee meeting – October 9<sup>th</sup>
- ALICE Training – All Staff meeting – Wednesday, September 25<sup>th</sup>

Mary moved and Jill seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:41 PM.

Greg Ward  
President

Attest: Leah Cummings