

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
October 28, 2024

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings

CITIZENS PRESENT: None

CALL TO ORDER: Greg called the meeting to order at 5:27 PM. Jill read the Character Counts Statement.

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

APPROVE MINUTES: Jill made a motion to approve the September minutes. Caleb seconded the motion. All voted in favor and the motion passed to approve the minutes.

CITIZEN'S FORUM: None

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

I.) New Business

A.) Creation of budget committee and budget cuts for fiscal year 2025 – 2026

- 5% budget cuts for fiscal year 2025-2026 (operational line items – not salaries)
 - Budget committee – Kerry, Diana, Greg

B.) Timeline, scoring rubric, and interview process for interior reconfiguration project RFP

- Nicholas went over the timeline and interview process for the RFP project. Tom, Diana, and Greg will spearhead interviews.

C.) Holiday closings for calendar 2025

Tom made a motion to approve the holiday closings for 2025. Caleb seconded the motion. All voted in favor and the motion passed.

D.) Fine-free research regarding all items

- Nicholas presented fine-free research.

II.) Director's Report

A.) Update regarding search for new website company

- Interviewed 4 companies – final decision will be presented at the November meeting.

B.) Annual state report completed and submitted to State Library of Iowa

- Annual state report sent and accepted by the State Library of Iowa.

C.) Recap of ILA conference

- Tom and Nicholas participated in a panel discussion - *Effective Governance and Leadership in Public Libraries: Roles and Responsibilities of Library Boards and Directors*.

Nicholas highlighted several other items including:

- ALICE/DEB training at September all-staff meeting.
- Uplift Urbandale Volunteers – weeded around exterior of library.
- Trunk or Treat Dance Party – 858 attendees!
- Early Voting – (1,000 voters on first day)
- State Library – Accreditation extended until June 30th, 2027.
- City Listening Session – Walnut Hills Elementary

III.) Closed Session: Director's annual job performance evaluation

Kerry made a motion to move to a closed session for director's job performance evaluation at 6:32 PM. Tom seconded the motion. All voted in favor and the motion passed.

Kerry moved and Tom seconded a motion to end the closed session and return to open session. All voted in favor and the motion passed at 7:08 PM.

Tom moved and Kerry seconded a motion to approve the Director's job performance evaluation. All voted in favor and the motion passed.

Tom moved and Caleb seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:08 PM.

Greg Ward
President

Attest: Leah Cummings