

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
November 25, 2024

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Jacque Stolz, Carisa Silverio, Leah Cummings

CITIZENS PRESENT: Jon Jeffrey

CALL TO ORDER: Greg called the meeting to order at 5:28 PM. Kerry read the Character Counts Statement.

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

APPROVE MINUTES: Kerry made a motion to approve the October 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.

STAFF PRESENTATION: Jacque and Carisa regarding youth programming.

I.) Unfinished Business

A.) Approval of budget for fiscal year 2025 – 2026

- 5% budget reduction - \$25,159 cut from operational budget.

Kerry made a motion to approve the budget for fiscal year 2025-2026. Tom seconded the motion. All voted in favor and the motion passed.

II.) New Business

A.) Enrich Iowa request: approval of new website vendor

- EBSCO Stacks - \$9,000 implementation fee/\$4,100 hosting and support for the first year. \$2,800 for future years.

Tom made a motion to approve the Enrich Iowa request for approval of new website vendor. Mary seconded the motion. All voted in favor and the motion passed.

B.) Approval of company for the library's interior space redesign project

- Moved to next month. Presentations from companies (OPN and 10Fold) at December meeting.
- Greg Ward presented an overview of the RFP process. Diana, Tom, and Greg met with staff and selected four finalists (OPN, FEH, 10Fold, and Studio Melee). The committee met on November 18th and eliminated Studio Melee. On November 24th, the committee eliminated FEH.

- Greg noted that numerous RFP proposals referenced “scope limitations,” “project phasing,” and a “limited budget.” Two of four finalists quantified a budget to complete 100% of the space needs assessment at \$2 million.
- Greg shared that our current project budget of \$650,000 is 33% of the estimates of \$2 million. Greg noted that if only 33% is completed each time, the “space needs assessment project” would be a three-phased project. Greg stated that based on inflation, a total budget of \$2.1 million for the overall project appears reasonable (\$700,000 per phase). Greg observed that this projection could help the Foundation with a long-term fundraising plan to help solicit donations for the additional phases. Greg estimated that all three phases could be completed in five or six years.
- Greg also shared that one company suggested that constructing a new children’s event room on the south side of the library could be included in a 20-year plan. Greg suggested that once the three initial phases are complete, a major fundraising effort could begin in 15 years to fund the children’s event room.

III.) Director’s Report

- Blood pressure monitors donated to library from the American Heart Association.
- Leslie met with Urbandale schools to promote library databases.
- Library staff participating in UCAN adopt-a-family program for the holidays.
- Upcoming book sale: December 5-8 in the ICN room.
- Foundation annual appeal letters mailed out to patrons.
- City Manager interviews held at the library in meeting rooms.
- The company that controls the Adventure Pass software has filed for bankruptcy. As a result, the Adventure Pass program will be put on pause after December 31, 2024. We are hoping to have the service back up and running sometime in 2025.

Kerry moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:03 PM.

Greg Ward
President

Attest: Leah Cummings