

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
August 22, 2016

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

STAFF PRESENT: Julie Wells, Katherine Manion, and Susan Nass.

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

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

APPROVE MINUTES: Tom requested a document naming and describing the newly formed board committees be attached to the minutes. Tom made a motion to approve the amended minutes. Jeff seconded the motion. All voted in favor and the motion passed.

APPROVE BILL LIST: Jerry made a motion to approve the bill list. Jeff seconded the motion. All approved and the motion passed.

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

A. Board Involvement: The Board discussed the structure of the proposed committees. It was decided the committees will be mostly self-managing—specific committees needing to meet at specific times throughout the year. Julie will remind the committees when it's close to the time they should meet. The committees will report back to the whole Board after their meetings. The facilities committee has had one meeting. Marva agreed to sit on the Outreach and Budget committees.

B. Approve Disposal of Café Equipment: The following equipment needs to be disposed of in the café:

- Blender
- Convection oven
- Dishwasher
- Espresso machine
- Ice machine
- Mini refrigerator
- Prep table
- Refrigerated bakery case
- Soup warmers (2)

Library staff would like the ice machine for the staff room and the Senior Center would like the mini refrigerator and the prep table. The other items will be sold on GovDeals.com. Greg made a motion to approve of the disposal of café equipment. Marva seconded the motion. All approved and the motion passed.

C. Café Space Use: Dick Lilly, facilities manager, and Julie thought it would be good to hire an architectural firm to assist with repurposing the café space. The firm would determine the feasibility/cost of implementing existing ideas or could suggest additional ideas. The city manager and Julie discussed

this option and it was decided that the Board should narrow the list of possible ideas to two or three. Doing so would reduce the scope of the firm's work—or determine if an architect is even needed. The Board discussed and decided to forgo hiring an architectural firm at this time. Jeff made a motion to ask the facilities manager to get bids for putting up a wall and door, taking the counter out, and removing the defective grease interceptor. Tom seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS:

A. Approve Revised Computer Use Policy: Julie distributed copies of the current computer use policy with proposed changes. After much discussion it was determined that Julie will contact the city attorney for advice on a few of the proposed changes. Tom made a motion to postpone any decisions on the computer use policies. Greg seconded the motion. All voted in favor and the motion passed.

DIRECTOR'S REPORT:

Julie reported that the shelving project has been completed. Carmen Epstein has resigned her position as the Youth Services Manager effective September 30, 2016

Greg made a motion to adjourn. Marva seconded the motion. All voted in favor and the meeting adjourned at 7:00 p.m.

Jerry Brimeyer
President

Attest: Susan Nass