

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**May 23, 2016**

**MEMBERS PRESENT:** Jeff Merrill, Diana Ripperger, Tom Graves, Greg Ward and Dede Zaun.

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

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

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

**APPROVE MINUTES:** Jeff made a motion to approve the April 25, 2016 minutes. Dede seconded the motion. All approved and the motion passed.

**APPROVE BILL LIST:** Tom made a motion to approve the bill list and Jeff seconded it. All voted in favor and the motion passed. Jeff inquired if the drug test was a city policy. Julie affirmed that the \$144.00 payment was for several newly hired employees and was required by the city. Tom asked for an explanation of the EnvisionWare Inc. payment of \$1,444.00 and Julie explained that it was a lease agreement termination fee.

**CITIZEN'S FORUM:** Brad Zaun

**UNFINISHED BUSINESS:**

- A. Chapter's Café: Julie explained that facility manager, Dick Lilly, has secured an engineering firm to complete the grease interceptor assessment. The assessment will be completed by the middle of June, 2016. The mayor has contacted the Polk County Assessor concerning the issue of having to pay property taxes for the café. That information will be available in the next few weeks.
- B. Enrich Iowa Update: Approximately \$18,817.43 of Enrich Iowa funds need to be allocated. Julie distributed copies of FY15/16 Enrich Iowa Purchase Requests & Justifications which detailed possible purchases:
- Lights - \$1,500
  - Display Case and Pedestals - \$2,500
  - DIY Studio Equipment - \$2,500
  - Outdoor Benches - \$2,500
  - Landscaping Maintenance - \$4,250
  - Evanced Reservation Booking Software - \$9,044

The two items that Julie stated could be removed are the DIY studio equipment and the outdoor benches. At last month's meeting, the board approved up to \$6,000 for the engineering study for the grease interceptor. The actual cost is \$6,500. Greg moved to approve the list minus the two items and to add \$500 for the engineering firm fee. He included in the motion to give permission for Julie to use the remaining funds at her discretion. Tom seconded the motion, all approved, and the motion passed.

**NEW BUSINESS:**

- A. Appoint Nominating Committee for FY16/17: Diana appointed Jerry and Greg to the FY16/17 officer nominating committee.

- B. Formation of Board Committees: Tom suggested the possibility of forming board committees. He explained that these committees could meet separately from the monthly board meetings and would be an opportunity for the members to be more involved in supporting the library. It was decided to wait until next month to discuss this with the board members that were absent from this meeting.
- C. Director's Evaluation: Diana urged all the board members to fill out the director's evaluation and bring it to the June meeting. She would like to form an evaluation committee to do a more in-depth evaluation which would include speaking with staff members. Diana will serve on this committee and will ask Jerry to participate. If Jerry is unavailable, Jeff has offered to serve on the committee.

**DIRECTOR'S REPORT:**

Julie gave the Capital Crossroads report to the city council. The parking lot work should be completed by June 9<sup>th</sup>. The manager of the café requested that they close on Saturday, May 28<sup>th</sup> of Memorial weekend and Julie consented.

Greg made a motion to adjourn, Jeff seconded it and the meeting adjourned at 6:30 p.m.

Diana Ripperger  
President

Attest: Susan Nass