

**URBAN DALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**December 19 2016**

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

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

**CALL TO ORDER:** President Brimeyer called the meeting to order at 5:45 p.m. Jerry read the Character Counts statement.

**APPROVE AGENDA:** Tom requested adding *Community Outreach* to the agenda as item B under Unfinished Business. Dede made a motion to approve the amended agenda. Greg seconded the motion. All voted in favor and the motion passed.

**APPROVE MINUTES:** Diana made a motion to approve the November 28, 2016 minutes. Dede seconded the motion. All voted in favor and the motion passed.

**APPROVE BILL LIST:** Jeff inquired whether we could bid out for internet services. Julie will investigate this with Chad, IT person, and report back to the board. Jeff made a motion to approve the bill list. Dede seconded the motion. All voted in favor and the motion passed.

**CITIZEN'S FORUM:** None

**UNFINISHED BUSINESS:**

A. Officer Martin Tribute: Dede has spoken with the Chief of Police and was told that there is a committee coordinating a tribute for Officer Martin. Several ideas for a possible library tribute were discussed. Tom will try to contact Chief McCarty for input and will report back to the board.

B. Outreach Committee Report: Committee members shared an update of their recent meeting. The Board discussed ideas for marketing the library. It was determined that the first step would be to establish a brand and then a marketing plan. The outreach committee will meet again to explore options.

**NEW BUSINESS:**

A. Youth Survey Results: A survey on current and potential youth programming was conducted and the results shared. Jenny Goulden, youth specialist, is creating new programs and also adding additional weekend and evening activities to match the results of the survey.

B. FY 16/17 Enrich Iowa Requests: The estimated Enrich Iowa amount is \$86,000 – Julie has not received the check at this time. The Enrich Iowa committee prioritized a list of purchase requests into three tiers and recommended approval of first tier requests. Jeff made a motion to approve the first tier, which includes:

- Youth Media Shelving - \$1,000
- TV Series - \$2,400
- Adjustable Desk Tops (6) - \$3,000
- Interior Wall/Door - \$4,000
- Website Redesign - \$9,610
- Library Logo - \$1,575
- Café Construction - \$10,000

- MyPC Papercut - \$11,700

Tom seconded the motion. All voted in favor and the motion passed. Decisions on the remaining requests will be made at a later meeting.

- C. FY 15/16 Iowa Public Library General Information Survey: The board discussed the FY15/16 Iowa Public Library General Information Survey. Julie also shared a document comparing FY14/15 and FY 15/16 survey results.

**DIRECTOR'S REPORT:**

- A. FY 17/18 Budget Update: The budget will be reviewed by the City Council in January. Marva and Jerry agreed to attend.

Marva made a motion to adjourn. Dede seconded the motion. All voted in favor and the meeting adjourned at 6:45 p.m.

Jerry Brimeyer  
President

Attest: Susan Nass