

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
July 24, 2017

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

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

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

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

APPROVE MINUTES: Diana made a motion to approve the June 26, 2017 minutes. Jerry seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

- A. Branding/Marketing/Outreach/Visioning RFP Draft: The following amendments were proposed:
- Section F. Proposal Content Requirements, Item 8 states: *References and contact information for three organizations for which the facilitator has provided strategic planning services. One of the three references must be a public library.* The board would like to amend that statement with: *References and contact information for three organizations for which the facilitator has provided strategic planning services. Preferably, one of the three references will be a public library or public entity.*
 - Under Section H. RFP and Tentative Planning Process Timeline, Item 1 states: *Proposals must be received via email before August 22, 2017.* The board would like to amend this statement with: *Proposals must be received via email at least 4 weeks from date that RFP is distributed.* Tom made a motion to approve the RFP as amended. Jerry seconded the motion. All voted in favor and the motion passed. It was also discussed that the proposed timeline in Section H. may need to be altered depending on the requirement for the city council to approve the boards recommended firm.

DIRECTOR'S REPORT:

Julie announced that Laura Sauser has been hired as the new Community Manager and will begin working on August 7th. Julie also mentioned she has completed the Enrich Iowa Report which showed circulation to non-residents increased 17,629 from last year. The work on the website is progressing and work will begin on transferring content over soon. Julie has hired Emma from the Urbandale Art Gallery Committee to work on the design for the new book drop.

Tom made a motion to adjourn and Jeff seconded the motion. All voted in favor and the meeting was adjourned at 6:00 p.m.

Marva McCarty
President

Attest: Susan Nass